Student
academic planner
and handbook
2016-2017

ForsythTech

Education For Life

Table of Contents

Mission

Forsyth Technical Community College provides students with flexible educational pathways to a competitive workforce for the community and global economy.

Core Values

Excellence We hold high expectations of our students and of ourselves and are ceaselessly committed to meeting those expectations.

Learning We are a learning organization that recognizes and supports formal and informal learning opportunities for both our students and ourselves.

Responsiveness We recognize the impact of change and innovation and embrace this as an opportunity. We are committed to collaboration in making our community a better place to live.

Diversity We honor diversity in the college community – diversity of age, disability, ethnicity, gender identity, race, religion and sexual orientation – and recognize that diversity includes varied learning styles, cultural and socio-economic differences.

Respect We value a work environment characterized by mutual respect, and demand of ourselves the highest competence, trust and integrity.

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Welcome from Dr. Gary M. Green
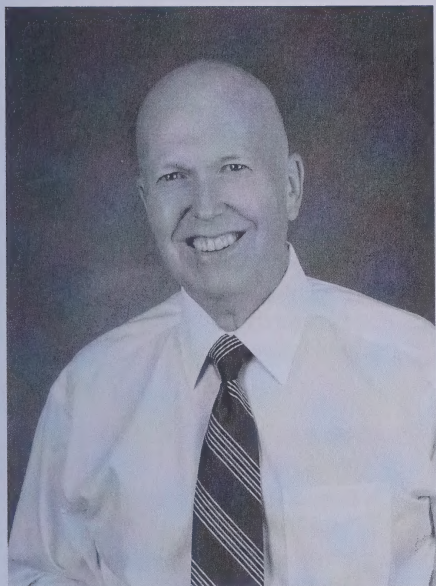
Welcome to Forsyth Technical Community College!

We are delighted you have selected our College to continue your education.

Whether you are here to earn a two-year AAS degree that will lead directly to a job in your chosen field, or to earn an AA or AS degree and then move on to a four-year school, you will find that Forsyth Tech offers the educational foundation you will need to be successful.

We accomplish this through a combination of rigorous academics and cutting-edge technology, along with many opportunities to learn outside the classroom. I urge you to take advantage of these opportunities whenever possible and expand your college experience through internships, study abroad opportunities, and participation in on-campus organizations.

I also hope you will take advantage of the many support services we offer, such as academic counseling, free tutoring, and mentoring programs. We are here to help you in any way we can, both in and out of the classroom.

This planner offers a wealth of information on event dates, as well as support programs, procedures, locations, student organizations, and more. I urge you to take the time to read the different sections and explore our website at www.forsythtech.edu to discover all that Forsyth Tech has to offer. I think you'll find a lot that will surprise you.

Best wishes for your future success,

Gary M. Green, President

Academic Calendar

Fall Semester, 2016

Monday, August 15	First Day of Classes
Monday, September 5	Labor Day Holiday (No Classes)
Tuesday, September 6	Faculty Work Day (No Classes)
Monday-Wednesday, October 17-19	Fall Break – Faculty Work Days (No Classes)
Thursday, October 20	Professional Development Day (No Classes)
Friday, November 11	Veteran's Day Holiday (No Classes)
Wednesday, November 23	Faculty Work Day (No Classes)
Thursday & Friday, November 24 & 25	Thanksgiving Holidays (No Classes)
Saturday, November 26	No Saturday Classes
Friday, December 16	Last Day of Classes
Thursday, December 22,- Friday, December 30	Winter Holidays

Spring Semester, 2017

Monday, January 2	New Year's Holiday
Monday, January 9	First Day of Classes
Monday, January 16	Martin Luther King Holiday (No Classes)
Tuesday, April 11	Planning Day (No Classes)
Wednesday & Thursday, April 12 & 13	Spring Break – Faculty Work Days (No Classes)
Friday, April 14	Easter Holiday (No Classes)
Saturday, April 15	No Saturday Classes
Friday, May 5	Last Day of Classes
Thursday, May 11	Commencement

Summer Term, 2017

Tuesday, May 16	First Day of Classes
Monday, May 29	Memorial Day Holiday (No Classes)
Tuesday, July 4	Independence Day Holiday (No Classes)
Wednesday-Friday, July 5-7	Faculty Work Days (No Classes)
Saturday, July 8	No Saturday Classes
Monday, July 31	Last Day of Classes

August

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2016

August

1
Monday

Last Day of
Summer Classes

2
Tuesday

Faculty Work Day-
No Classes

3
Wednesday

Faculty Work Day-
No Classes

4
Thursday

Faculty Work Day-
No Classes

5
Friday

Faculty Work Day-
No Classes

6/7
Saturday/
Sunday

8/5: Payment deadline for all early registration activity, 12 noon

Policies and dates/locations of events may be subject to change. Please visit the Forsyth Tech website at www.forsythtech.edu or TechLink for updated information.

August

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August   2016

8
Monday

Faculty Work Day-
No Classes

9
Tuesday

Faculty Work Day-
No Classes

10
Wednesday

Faculty Work Day-
No Classes

11
Thursday

Faculty Work Day-
No Classes

12
Friday

Faculty Work Day-
No Classes

13/14
Saturday/
Sunday

8/8: First day to use Financial Aid/Third Party in the bookstore
8/9: All Employee Day, Rhoades Conference Center, 8 am-3 pm
8/12: Payment deadline for all Late Registration activity, 12 noon
8/12: Last day for 100% refund for fall semester full-term, and 1st 8- & 4-week classes, 12 noon
8/12: SLT Training Meeting, TBD, 8 am-3 pm

2016

August

	Mo	Tu	We	Th	Fr	Sa	Sa
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

15
Monday

Fall Classes Begin

16
Tuesday

17
Wednesday

18
Thursday

19
Friday

20/21
Saturday/
Sunday

8/15 & 16: Welcome Back Event, Alumni Oval & various, 8 am-12 noon, & 4:30 pm-6:30 pm
8/16: Payment deadline for any "adds" during Drop/Add, 7 pm
8/16: Last day to apply for 75% refund for 1st 4-week classes
8/18: Last day to apply for 75% refund for 1st 8-week classes

August

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

2016

22
Monday

23
Tuesday

24
Wednesday

25
Thursday

26
Friday

27/28
Saturday/
Sunday

8/22-26: 3MP information booth, 12 noon-1:15 pm, OGC lobby
8/24: Last day for 75% refund for full semester classes

September

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

August-September

29
Monday

30
Tuesday

31
Wednesday

1
Thursday

2
Friday

3/4
Saturday/
Sunday

8/30: Accommodations due to the Disability Services office for 1st 4-week classes
9/1: Accommodations due to the Disability Services office for returning students

September

September

Mo	Tu	We	Th	Fr	Sa	Sn
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

5
Monday

Labor Day-College Closed

6
Tuesday

Faculty Work Day-
No Classes

7
Wednesday

8
Thursday

9
Friday

10/11
Saturday/
Sunday

9/2: Deadline to use Financial Aid/Third Party in the bookstore
9/7: 3MP Kick-off, 12 noon-1:15 pm, Allman 414
9/9: Accommodations due to the Disability Services office for 1st 8-week classes
9/9: Intent to Graduate forms due for prospective December graduates
9/8: Career Assessment workshop, 9:30 am-11:30 am, to register: rhobson@forsythtech.edu

September

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September

12
Monday

13
Tuesday

14
Wednesday

15
Thursday

16
Friday

17/18
Saturday/
Sunday

9/13: Last day for 100% refund for 2nd 4-week classes
9/14: Health Fair, 9:30 am – 1 pm, Dewitt E. Rhoades Conference Center
9/14: 3MP Workshop, 12 noon-1:15 pm, Allman 414
9/15: Last day to apply for 75% refund for 2nd 4-week classes
9/16: Constitution Day/Clubs Fair, Alumni Oval, 11 am-1 pm
9/16 & 17: Surviving Online Classes, 10:00 am-11:00 am, 1:00 pm-2:00 pm, & 5:00 pm-6:00 pm, OGC 2347

September

September

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2016

19
Monday

20
Tuesday

21
Wednesday

22
Thursday

23
Friday

24/25
Saturday/
Sunday

9/20: Career Assessment workshop, 1 pm-3 pm, to register: rhobson@forsythtech.edu
9/22: SWC Clothing distribution, 9 am – 1 pm, Hauser Hall, Room 206

September

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2016

September-October

26
Monday

27
Tuesday

28
Wednesday

29
Thursday

30
Friday

1/2
Saturday/
Sunday

9/27: Accommodations due to the Disability Services office for 2nd 4-week classes
9/30: Financial Aid Balance disbursed (current term)

Advising for Spring Semester starts in October.
Please check Techlink for the exact dates.

October

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October   2016

3
Monday

4
Tuesday

5
Wednesday

6
Thursday

7
Friday

8/9
Saturday/
Sunday

10/3: Career Assessment workshop, 5:30 pm-7:30 pm, to register: rhobson@forsythtech.edu
10/5: 3MP Workshop, 12 noon-1:15 pm, Allman 414

October

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2016

October

10
Monday

11
Tuesday

12
Wednesday

13
Thursday

14
Friday

15/16
Saturday/
Sunday

10/11: Accommodations due to the Disability Services office for new students who have never registered
10/11: Last day for 100% refund for 2nd 8-week classes & 3rd 4-week classes
10/13: Last day to apply for 75% refund for 3rd 4-week classes
10/13: Surviving Online Classes, 10:00 am-11:00 am, & 5:00 pm-6:00 pm OGC 2347
10/13: Domestic Violence Awareness event, TBA

Advising for Spring Semester starts in October.
Please check Techlink for the exact dates.

October

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October   2016

17
Monday

Fall Break/Faculty Work Day-No Classes

18
Tuesday

Fall Break/Faculty Work Day-No Classes

19
Wednesday

Fall Break/Faculty Work Day-No Classes

20
Thursday

Professional Development Day-No Classes

21
Friday

Fall Festival-Main Campus

22/23
Saturday/
Sunday

10/21: Last day to apply for 75% refund for 2nd 8-week classes
10/21: Fall Festival, OGC-Lot 01, 11 am-2 pm
10/21 : "Passionately Pink Day" & Breast Cancer Awareness walk, OGC-Lot 01, 11 am-2 pm

2016

October

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

24
Monday

25
Tuesday

26
Wednesday

27
Thursday

28
Friday

29/30
Saturday/
Sunday

10/24: Angel Tree application available online through Techlink
10/27: SWC Clothing distribution, 9 am-1 pm, Hauser Hall, Room 206
10/28: 3MP "Visit Forsyth Tech Day", 10 am-2:30 pm, OGC-Rhoades Conference Center
10/28: Financial Aid Balance disbursed (current term)

Registration for Spring Semester starts in November.
Please check Techlink for the exact dates.

November

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October-November

2016

31
Monday

1
Tuesday

2
Wednesday

3
Thursday

4
Friday

5/6
Saturday/
Sunday

11/2: 3MP Workshop, 12 noon-1:15 pm, Allman 414
11/2: Career Assessment workshop, 2 pm-4 pm, to register: rhobson@forsythtech.edu
11/2: Accommodations due to the Disability Services office for 2nd 8-week classes & 3rd 4-week classes

November

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2016

November

7
Monday

8
Tuesday

9
Wednesday

10
Thursday

11
Friday

Veteran's Day-
College Closed

12/13
Saturday/
Sunday

11/7-8: Walk-In Registration, 8 am-7 pm
11/7: Angel Tree Application deadline, email to Student Activities

Registration for Spring Semester starts in November.
Please check Techlink for the exact dates.

November

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November   2016

14
Monday

15
Tuesday

16
Wednesday

17
Thursday

Great American
Smokeout Day

18
Friday

19/20
Saturday/
Sunday

11/14: Career Assessment workshop, 10 am-12 noon, to register: rhobson@forsythtech.edu
11/15: Women Veteran's Event, TBA
11/15: Last day to apply for 100% refund for 4th 4-week classes
11/17: SWC Clothing distribution, 9 am-1 pm, Hauser Hall, Room 206
11/17: Last day to apply for 75% refund for 4th 4-week classes
11/18: Financial Aid Balance disbursed (Current Term)

November

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2016

November

21
Monday

22
Tuesday

23
Wednesday

Faculty Work Day-
No Classes

24
Thursday

Thanksgiving Holiday-
College Closed

25
Friday

Thanksgiving Holiday-
College Closed

26/27
Saturday/
Sunday

Thanksgiving Holiday-
College Closed

11/21: Angel Tree Kick-off, TBD

Registration for Spring Semester starts in November.
Please check Techlink for the exact dates.

November

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November-December

2016

28
Monday

29
Tuesday

30
Wednesday

1
Thursday

2
Friday

3/4
Saturday/
Sunday

11/30: Career Assessment workshop, 12:30 pm-2:30 pm, to register: rhobson@forsythtech.edu
12/2: 3MP Career Day, 10:30 am-1:30 pm, OGC-Rhoades Conference Center

December

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December

5
Monday

6
Tuesday

7
Wednesday

8
Thursday

9
Friday

10/11
Saturday/
Sunday

12/6: Accommodations due to the Disability Services office for 4th 4-week classes
12/8: Angel Tree sponsor donations due, TBD

December

December

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2016

12
Monday

13
Tuesday

14
Wednesday

15
Thursday

16
Friday

Last Day of Fall Classes

17/18
Saturday/
Sunday

12/12: Career Assessment workshop, 10:30 am-12:30 pm, to register: rhobson@forsythtech.edu
12/14 & 15: Angel Tree pick up, TEC 130, 9 am-4 pm
12/16: Financial Aid Balances disbursed (current term)

December

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December

19
Monday

Faculty Work Day-
No Classes

20
Tuesday

Faculty Work Day-
No Classes

21
Wednesday

Faculty Work Day-
No Classes

22
Thursday

Winter Holiday-
College Closed

23
Friday

Winter Holiday-
College Closed

24/25
Saturday/
Sunday

Winter Holiday-
College Closed

12/19: Career Assessment workshop, 11:30 am-1:30 pm, to register: rhobson@forsythtech.edu

December-January

December

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2016

26
Monday

Winter Holiday-
College Closed

27
Tuesday

Winter Holiday-
College Closed

28
Wednesday

Winter Holiday -
College Closed

29
Thursday

Winter Holiday -
College Closed

30
Friday

Winter Holiday -
College Closed

31/1
Saturday/
Sunday

January

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January

2
Monday

New Year's Day
(observed)- College Closed

3
Tuesday

Faculty Work Day-
No Classes

4
Wednesday

Faculty Work Day-
No Classes

5
Thursday

Faculty Work Day-
No Classes

6
Friday

Faculty Work Day-
No Classes

7/8
Saturday/
Sunday

1/4: First day to use Financial Aid/Third Party in the bookstore
1/5: Payment deadline for spring, 7 pm
1/6: Last day for 100% refund for spring semester full-term and 1st 8- & 4-week classes, 3 pm
1/6: SLT Training retreat, TBD, 8 am-3 pm

January

January

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2017

9
Monday

Spring Classes Begin

10
Tuesday

11
Wednesday

12
Thursday

13
Friday

14/15
Saturday/
Sunday

1/10 & 11: Surviving Online Classes, 10 am-11 am, 1 pm-2 pm, & 5 pm-6 pm, OGC 2347
1/10: Payment for any changes made during Drop/Add, 7 p.m.
1/10: Last day to apply for 75% refund for 1st 4-week classes
1/12: Last day for 75% refund for 1st 8-week classes

January						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

16
Monday

MLK, Jr. Holiday -
College Closed

17
Tuesday

18
Wednesday

19
Thursday

20
Friday

21/22
Saturday/
Sunday

1/17: Career Assessment workshop, 11 am-1 pm, to register: rhobson@forsythtech.edu
1/18: 3MP Workshop, 12 noon-1:15 pm, TBA
1/18: 27th Dr. MLK, Jr. celebration, TBD
1/19: Last day for 75% refund for full semester classes
1/20: Deadline to use Financial Aid/Third Party in the bookstore

January

January

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2017

23
Monday

24
Tuesday

25
Wednesday

26
Thursday

27
Friday

28/29
Saturday/
Sunday

1/24: Accommodations due to the Disability Services office for 1st 4-week classes

February

February

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

30
Monday

31
Tuesday

1
Wednesday

2
Thursday

3
Friday

"Wear Red" Day for
Women's Heart Health

4/5
Saturday/
Sunday

1/30: Career Assessment workshop, 10:30 am-12:30 pm, to register: rhobson@forsythtech.edu
1/31: Accommodations due to the Disability Service office for 1st 8-week classes
2/3: "National Wear Red Day®" (Healthy Heart Awareness), TBA

February

February

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

2017

6
Monday

7
Tuesday

8
Wednesday

9
Thursday

10
Friday

11/12
Saturday/
Sunday

2/6: Last day to apply for 100% refund for 2nd 4-week classes
2/8: Last day to apply for 75% refund for 2nd 4-week classes
2/9: Career Assessment workshop, 9:30 am-11:30 pm, to register: rhobson@forsythtech.edu
2/10: Intent to Graduate forms due for prospective spring & summer graduates

February

February						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

February

13
Monday

14
Tuesday

15
Wednesday

16
Thursday

17
Friday

18/19
Saturday/
Sunday

2/15: 3MP workshop, 12 noon-1:15 pm, TBA
2/16: SWC clothing distribution, 9 am-1 pm, Hauser Hall, room 206
2/17: Financial Aid Balance disbursed (current term)
2/17: Spring Leadership Series workshop I, TBD, 12 noon-3 pm

February

February

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

201

20
Monday

21
Tuesday

22
Wednesday

23
Thursday

24
Friday

25/26
Saturday/
Sunday

2/21: Accommodations due to the Disability Services office for 2nd 4-week classes
2/21: Career Assessment workshop, 12 noon-2 pm, to register: rhobson@forsythtech.edu
2/24: Spring Leadership Series workshop II, TBD, 12 noon-3 pm

March

Mo	Tu	We	Th	Fr	Sa	So
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2017

February-March

27
Monday

28
Tuesday

1
Wednesday

2
Thursday

3
Friday

4/5
Saturday/
Sunday

3/3: Spring Leadership Series workshop III, TBD, 12 noon-3 pm
3/2: Career Assessment workshop, 1 pm-3 pm, to register: rhobson@forsythtech.edu

Advising for Summer & Fall Semesters starts in March.
Please check Techlink for the exact dates.

March

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March   2017

6
Monday

7
Tuesday

8
Wednesday

International Women's Day

9
Thursday

10
Friday

11/12
Saturday/
Sunday

3/6: Last day for 100% refund for 2nd 8-week classes & 3rd 4-week classes
3/7: Accommodations due to the Disability Services office for new students
3/8: Surviving Online Classes, 10 am-11 am, & 5 pm-6 pm, OGC 2347
3/8: Last day to apply for 75% refund for 3rd 4-week classes
3/10: Last day for 75% refund for 2nd 8-week classes
3/10: Spring Leadership Series workshop IV, TBD, 12 noon-3 pm

March

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2017

March

13
Monday

14
Tuesday

15
Wednesday

16
Thursday

17
Friday

18/19
Saturday/
Sunday

3/15: 3MP workshop, 12 noon-1:15 pm, TBA
3/16: SWC clothing distribution, 9 am-1 pm, Hauser Hall 206
3/17: Financial Aid Balance disbursed (current term)

Advising for Summer & Fall Semesters starts in March.
Please check Techlink for the exact dates.

March

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March   2017

20
Monday

21
Tuesday

22
Wednesday

23
Thursday

24
Friday

25/26
Saturday/
Sunday

3/21: Accommodations due to the Disability Services office for 3rd 4-week classes

2017

March

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Advising for Summer & Fall Semesters starts in March.
Please check Techlink for the exact dates.
Registration for Summer & Fall Semesters starts in April.

March-April

27
Monday

28
Tuesday

29
Wednesday

30
Thursday

31
Friday

1/2
Saturday/
Sunday

3/28: Accommodations due to the Disability Services office for 2nd 8-week classes
3/28: 7th Women's Achievement celebration, TBD, 3 pm

Registration for Summer & Fall Semesters starts in April.
Please check Techlink for the exact dates.

April						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April   2017

3
Monday

4
Tuesday

5
Wednesday

6
Thursday

7
Friday

8/9
Saturday/
Sunday

4/3: Last day to apply for 100% refund for 4th 4-week classes
4/3: Career Assessment workshop, 12:30 pm-2:30 pm, to register: rhobson@forsythtech.edu
4/5: Last day to apply for 75% refund for 4th 4-week classes
4/6: Walk-In registration, 8 am-7 pm

April

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2017

April

10
Monday

11
Tuesday

Planning Day-
No Classes

12
Wednesday

Spring Break-
No Classes

13
Thursday

Spring Break-
No Classes

14
Friday

Easter Holiday-
College Closed

15/16
Saturday/
Sunday

College Closed

Registration for Summer & Fall Semesters starts in April.
Please check Techlink for the exact dates.

April

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April
2017

17 Monday

18 Tuesday

19 Wednesday

20 Thursday

21 Friday

22/23 Saturday/ Sunday

4/17: Career Assessment workshop, 5:30 pm-7:30 pm, to register: rhobson@forsythtech.edu
4/20: SWC Clothing distribution, 9 am-1 pm, Hauser Hall 206
4/21:Financial Aid balance disbursed (current term)
4/21: 3MP End of the Year program, 12 noon-1:30 pm, OGC-Rhoades Conference Center

April

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2017

April

24
Monday

25
Tuesday

26
Wednesday

27
Thursday

28
Friday

29/30
Saturday/
Sunday

4/25: Accommodations due to the Disability Services office for 4th 4-week classes

May

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May

2017

1
Monday

2
Tuesday

3
Wednesday

4
Thursday

5
Friday

Last Day of
Spring Classes

6/7
Saturday/
Sunday

5/3: Career Assessment workshop, 10 am-12 noon, to register: rhobson@forsythtech.edu

	May					
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

8
Monday

Faculty Work Day-
No Classes

9
Tuesday

COMMENCEMENT

Faculty Work Day-
No Classes

10
Wednesday

PROF
DEV.

Faculty Work Day-
No Classes

11
Thursday

Commencement

12
Friday

Professional Development/
Faculty Work Day-
No Classes

13/14
Saturday/
Sunday

5/10: First day to use Financial Aid/Third Party in the bookstore

May

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

15
Monday

Faculty Work Day-
No Classes

16
Tuesday

First day of
Summer classes

17
Wednesday

18
Thursday

19
Friday

20/21
Saturday/
Sunday

5/15: Late payment deadline for summer, 7 pm
5/15: Last day to apply for 100% refund for full term and 1st-, 4-, 5-, & 8-week classes, 7 pm
5/17: Payment for any changes made during Drop/Add, 7 pm
5/17: Last day to apply for 75% refund for 1st 4-week classes
5/18: Last day for 75% refund for 1st 5-week classes
5/19: Last day to apply for 75% refund for 1st 8-week classes
5/19: Deadline to use Financial Aid/Third Party in the bookstore

May

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22
Monday

23
Tuesday

24
Wednesday

25
Thursday

26
Friday

27/28
Saturday/
Sunday

5/22: Last day for 75% refund for full-term (10 week) classe
5/23: Career Assessment workshop, 5:30 pm-7:30 pm, to register: rhobson@forsythtech.edu

May-June

June

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

201

29
Monday

Memorial Day-
College Closed

30
Tuesday

31
Wednesday

1
Thursday

2
Friday

3/4
Saturday/
Sunday

6/1: Accommodations due to the Disability Services office for students for the 1st 4-, & 5-week classes

2017

June
Mo Tu We Th Fr Sa Su
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30

June

5
Monday

6
Tuesday

7
Wednesday

8
Thursday

9
Friday

10/11
Saturday/
Sunday

6/7: 3MP-Recognizing Men's Health month, 11:30 am-2 pm, TBA

June
Mo Tu We Th Fr Sa Su
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30

June   2017

12
Monday

13
Tuesday

14
Wednesday

15
Thursday

16
Friday

17/18
Saturday/
Sunday

6/13: Last day to apply for 100% refund for 2nd 4-week classes
6/15: Last day to apply for 75% refund for 2nd 4-week classes

June

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

19
Monday

20
Tuesday

21
Wednesday

22
Thursday

23
Friday

24/25
Saturday/
Sunday

6/19-23: 3MP Summer Bridge Program week, 8 am-5 pm, TBA
6/20: Last day to apply for 100% refund for 2nd 5-week classes
6/20: Accommodations due to the Disability Services office for 2nd 5-week classes
6/23: Last day for 75% refund for 2nd 5-week classes

June-July

June

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2017

26
Monday

27
Tuesday

28
Wednesday

29
Thursday

30
Friday

1/2
Saturday/
Sunday

6/28: Financial Aid Balance disbursed (current term)

July

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3
Monday

4
Tuesday

Independence Day-
College Closed

5
Wednesday

Faculty Work Day-
No Classes

6
Thursday

Faculty Work Day-
No Classes

7
Friday

Faculty Work Day-
No Classes

8/9
Saturday/
Sunday

July

July

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2017

10
Monday

11
Tuesday

12
Wednesday

13
Thursday

14
Friday

15/16
Saturday/
Sunday

7/11: Accomodations due to Disability Services office for 2nd 5-week classes
7/12: Accomodations due to Disability Services office for 4th 4-week classes

July

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

17
Monday

18
Tuesday

19
Wednesday

20
Thursday

21
Friday

22/23
Saturday/
Sunday

July

July

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2017

24
Monday

25
Tuesday

26
Wednesday

27
Thursday

28
Friday

29/30
Saturday/
Sunday

August

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2017

August

31
Monday

Last Day of
Summer Classes

1
Tuesday

Faculty Work Day-
No Classes

2
Wednesday

Faculty Work Day-
No Classes

3
Thursday

Faculty Work Day-
No Classes

4
Friday

Faculty Work Day-
No Classes

5/6
Saturday/
Sunday

August

August

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2017

7
Monday

Faculty Work Day-
No Classes

8
Tuesday

Faculty Work Day-
No Classes

9
Wednesday

Faculty Work Day-
No Classes

10
Thursday

Faculty Work Day-
No Classes

11
Friday

Faculty Work Day-
No Classes

12/13
Saturday/
Sunday

August

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

14
Monday

15
Tuesday

16
Wednesday

17
Thursday

18
Friday

19/20
Saturday/
Sunday

August

August

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2017

21
Monday

22
Tuesday

23
Wednesday

24
Thursday

25
Friday

26/27
Saturday/
Sunday

2017

August

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August-September

28
Monday

29
Tuesday

30
Wednesday

31
Thursday

1
Friday

2/3
Saturday/
Sunday

Forsyth Tech FAQs

Academic Questions – Where do I go if I...

...need to determine my academic standing?
- Academic Advisor
- or Student Success Center
  Room 2414, Oak Grove Center, Main Campus 336.734.7156

...want to audit a course?
- Academic Advisor
- or Records Office
  Room 2403, Oak Grove Center, Main Campus 336.734.7472

...can't start a course as assigned?
- Course Instructor

...want to take a continuing education course?
- Customer Service Center
  South Lobby, West Campus...336.761.1002

...want to change my major or program of study?
- Records Office
  Room 2403, Oak Grove Center, Main Campus 336.734.7472

...have a concern about a course grade?
- Academic Dean

...need to determine if I meet graduation requirements?
- Techlink > WebAdvisor > Academic Profile > Program Evaluation
- or Academic Advisor

...need an intent to graduate form?
- Techlink > College Services > Documents > Forms > Intent to Graduate
- or Records Office
  Room 2403, Oak Grove Center, Main Campus 336.734.7472
- or Information Desk at the Northwest Forsyth Center
  1st Floor,..336.734.7050
- or Information Desk at the Swisher Center
  1st Floor, ...336.734.7903
- or Information Desk at the Woodruff Center
  1st Floor,..336.734.7950

...am having problems with my classes?
- Academic Advisor
- or Student Success Center
  Room 2414, Oak Grove Center, Main Campus 336.734.7156

...need any help starting research for a paper (of any size)?
- The Library
  Room 103 Ardmore Hall, Main Campus 336.734.7219
- Online Students 336.734.7415

...have questions about academic probation?
- Academic Advisor
- or Student Success Center
  Room 2414, Oak Grove Center, Main Campus 336.734.7156

...want to take a proficiency test?
- Academic Advisor

Forsyth Tech FAQs

...need a free unofficial transcript of my grades?
- Techlink > WebAdvisor > Academic Profile > Transcript

...need an official or unofficial transcript of my grades?
(There is a $3 processing fee per copy.)
Pay first at:
- Cashier's Office
  2nd Floor, Allman Center, Main Campus..............................336.734.7210

Take receipt and picture ID to:
- Records Office
  Room 2403, Oak Grove Center, Main Campus 336.734.7472

...need tutoring or need to make-up a test?
- Learning Center
  Room 143, Ardmore Hall, Main Campus..............................336.734.7480

...want to withdraw from a course or from school?
- Student Success Center
  Room 2414, Oak Grove Center, Main Campus 336.734.7156
- or Records Office
  Room 2403, Oak Grove Center, Main Campus 336.734.7472
- or Online form (TechLink>Bookmark>Online withdrawal form.
  For full refund: TechLink>WebAdvisor>Registration>Drop/Add section)

Financial Questions – Where do I go if I...

...need financial aid?
- Student Financial Services
  Room 261, Allman Center, Main Campus..............................336.734.7235
  Transportation Technology Center, Front Office 336.734.7380

...need financial assistance for child care?
- Student Financial Services
  Room 261, Allman Center, Main Campus..............................336.734.7235

...want to apply for a scholarship?
- Student Financial Services
  Room 261, Allman Center, Main Campus..............................336.734.7235

...need help in getting my veteran's benefits?
- Veteran Resource Center
  Room 123, Technology Building, Main Campus 336.734.7235

...have questions about my tuition refund?
- Cashier's Office
  2nd Floor, Allman Center, Main Campus..............................336.734.7210

Forsyth Tech FAQs

Financial Questions – Where do I go if I...

...need to pay tuition? (Call for payment options.)
- Cashier's Office
  2nd Floor, Allman Center, Main Campus.....................................336.734.7210
- Northwest Forsyth Center
  1st Floor, 336.734.7052
- Grady P. Swisher Center
  1st Floor 336.734.7903
- Mazie S. Woodruff Center
  1st Floor, 336.734.7950
- Transportation Technology Center
  Cashier's Office 336.734.7598

...need to purchase parking decals? (Call for payment options.)
- Cashier's Office
  2nd Floor, Allman Center, Main Campus 336.734.7210
- Northwest Forsyth Center
  1st Floor,..336.734.7052
- Grady P. Swisher Center
  1st Floor,..336.734.7903
- Mazie S. Woodruff Center
  1st Floor,..336.734.7950
- Transportation Technology Center
  Cashier's Office 336.734.7598

...need to drop off my sponsor authorization to pay for classes?
- Cashier's Office
  2nd Floor, Allman Center, Main Campus 336.734.7210

Other Questions – Where do I go if I...

...want to get involved in campus activities or run for an SGA office?
- Student Activities
  Room 124, Technology Building, Main Campus 336.734.7509

...have a question about campus security?
- Campus Police
  Carolina Annex, Main Campus 336.734.7243

...need to report a change of name or address?
- Records Office
  Room 2403, Oak Grove Center, Main Campus 336.734.7472
  - Online: WebAdvisor>User Account>Address Change (employees go to HR).

Forsyth Tech FAQs

...want to purchase textbooks, buy Forsyth Tech memorabilia, sell back books at the end of the semester?

- Bookstore
  - Technology Building, Main Campus..336.734.7289
  - Oak Grove Center, Main Campus*...336.734.7884
  - Northwest Forsyth Center (NWFC)*.......................................336.734.7055
  - Transportation Technology Center*.......................................336.757.3393
  - West Campus*...336.734.7754

for some programs

...need help in choosing a career?

- Student Success Center
  - Room 2414, Oak Grove Center, Main Campus 336.734.7206

...need tips on interviewing, finding a job and preparing a resume?

- Student Success Center
  - Room 2414, Oak Grove Center, Main Campus 336.734.7206

...locked my keys in my car?

- Campus Police
  - Carolina Annex, Main Campus..336.734.7243

...need special help due to a disability?

- Disability Services Office
  - Room 2414, Oak Grove Center, Main Campus 336.734.7155

...need information about housing?

- Student Success Center
  - Room 2414, Oak Grove Center, Main Campus 336.734.7156

...need first aid?

- Campus Police
  - Carolina Annex, Main Campus..336.734.7243

...want to see job listings?

- Student Success Center
  - Room 2414, Oak Grove Center, Main Campus 336.734.7206

...lost or found something on campus?

- Information Desk
  - 1st Floor, Allman Center, Main Campus................................336.734.7448
- or Campus Police
  - Carolina Annex, Main Campus..336.734.7243
- or Customer Service Center
  - South Lobby, West Campus...336.761.1002
- or Student Activities Center
  - Room 124, Technology Building, Main Campus 336.734.7509

...need definition of college terminology?

- See College Catalog or Academic Advisor

...want to appeal a Forsyth Tech parking ticket?

- Campus Police
  - Carolina Annex, Main Campus..336.734.7243

Other Questions – Where do I go if I...

...want to pay a Forsyth Tech parking ticket? (Call for payment options.)

- Cashier's Office
  2nd Floor, Allman Center, Main Campus 336.734.7210
- or Northwest Forsyth Center
  1st Floor 336.734.7052
- or Grady P. Swisher Center
  1st Floor 336.734.7903
- or Mazie S. Woodruff Center
  1st Floor 336.734.7950
- Transportation Technology Center
  Cashier's Office 336.734.7598

...need help with a personal problem?

- Student Success Center
  Room 2414, Oak Grove Center, Main Campus 336.734.7156

...want to use the on-campus computer lab?

- Learning Center
  Room 143, Ardmore Hall, Main Campus 336.734.7480

...want to appeal my residency status?

- Registrar's Office
  Room 2403, Oak Grove Center, Main Campus 336.734.7472

...need help from an outside agency?

- Student Success Center
  Room 2414, Oak Grove Center, Main Campus 336.734.7156
- or Shugart Women's Center at Forsyth Tech
  Room 206, Hauser Hall, Main Campus 336.734.7280
- or James A. Rousseau Minority Male Mentoring Program
  Room 123, Allman Center, Main Campus..336.734.7260

Did You Know?

The Economic & Workforce Development division of Forsyth Tech offers many opportunities to enhance your educational experience!

We also offer courses which could benefit your family!

Stop by the front desk in the Allman Building and pick up your EWD Course Catalog today or visit our website at www.forsythtech.edu/ewd

Smoking Policy

Purpose
Understandable concern about the potential health consequences of smoking in Forsyth Technical Community College campus has mounted in recent years. Accordingly, some additional regulation of the smoking policy on the college campus is authorized.

I. Policy
Smoking is prohibited on all Forsyth Technical Community College property except in designated smoking areas. These areas are identified by signage and therefore smoking outside of these marked areas will be considered a violation of the code of conduct.

II. Definitions
A. Tobacco products include cigarettes, cigars, cigarillos, blunts, pipes, hookahs, electronic cigarettes, or any other items containing or reasonably resembling tobacco or tobacco products that can fashioned in a smoking manner. Usages of these items are only allowed in the designated smoking areas.

B. College premises—any property in use by the College including property that is leased, owned, used for College functions, or used by the College in the conduct of any of its courses.

III. Regulations
A. Students, employees, visitors, volunteers, contractors or other persons performing services on behalf of the College shall not be permitted to smoke any tobacco product at any time while on College premises unless in designated areas.

B. The sale or free distribution of tobacco products or merchandise on College premises shall be prohibited.

C. Tobacco advertisements shall be prohibited in College-run publications and on College premises.

IV. Compliance
A. It shall be the responsibility of all Forsyth Technical Community College employees and students to comply fully with the policy.

B. Students who repeatedly violate this policy will be handled through the student disciplinary process.

C. Employees who repeatedly violate this policy will be referred to their supervisor. Repeated violations by employees will be handled through the appropriate employee disciplinary process.

D. Visitors, volunteers, contractors or other service providers who repeatedly violate this policy shall be asked to leave campus.

V. Procedures
A. Communication-Signage and other forms of communication will be posted in a manner and location that adequately notify students, employees, visitors, volunteers, contractors or other persons performing services on behalf of the college about this policy.

B. Education-Forsyth Technical Community College will consult with appropriate health organizations and resources to identify and provide programs and opportunities for students and employees to gain a greater understanding of the health hazards of tobacco use.

C. Cessation-Forsyth Technical Community College will consult with appropriate health organizations and resources to identify and provide programs and opportunities for students and employees to access support systems, programs, and services that encourage them to abstain from the use of tobacco products.

Center for Transformative Learning

Mission Statement:

To foster knowledge through continuous development, one learner at a time.

Center For Transformative Learning (CTL):
Dedicated to providing teaching and learning excellence to support students, faculty, and staff. Our aim is to transform. Our mission is to foster that progress!

Collaboratory: The hub of the CTL is the Collaboratory, a space where students can imagine, plan, learn, and create.

Location: Room 2343 of the Oak Grove Center on Forsyth Tech's Main Campus.
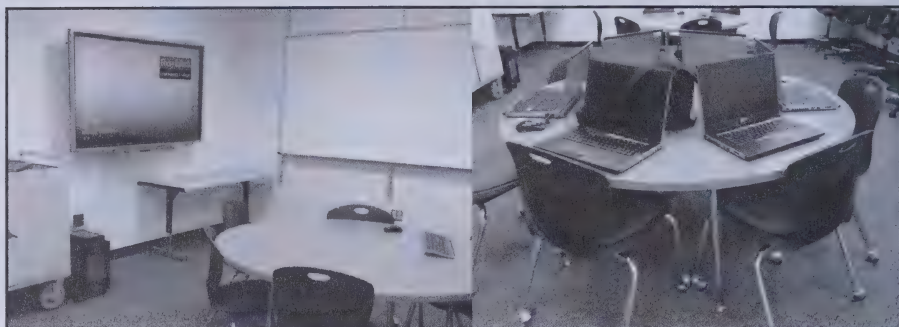
What The Collaboratory Offers:
- A space to study or hold a meeting
- Blackboard Help
- Laptops
- Audiovisual Assistance
- 70-inch Touchscreen Monitor
- Two smaller labs with a web cam and scanner that can be reserved ahead of time

Hours:
Monday-Thursday: 8 a.m.-8:30 p.m.
Friday: 8 a.m.-2 p.m.

*CTL workshops and events are offered throughout the year. Check out the campus event calendar posted on TechLink for more information.

Helpful Hints

- Bring your student ID

- The Collaboratory is a paper-free zone (there are no printers), so be sure to bring a **flash drive** to save your work.

- Large groups should reserve their space ahead of time by calling the Collaboratory at 336.734.7887 or emailing at ctlcollaboratory@forsythtech.edu

Use Starfish to Stay Connected!

Starfish is an educational tool that empowers students to maximize their success by facilitating connections to your instructors, your academic advisors, and student services on campus.

Log in to Starfish to:

- Monitor your academic progress in each class
- Speak to your instructors about academic concerns
- Develop a college success plan with your academic advisor
- Connect with student services on campus.

If you have questions about Starfish contact starfishhelp@forsythtech.edu

Distance Learning/Blackboard

Distance Courses: A course format in which the majority of instruction in a course transpires when students and teachers are not in the same place.

Blackboard: Blackboard is a system used to deliver course content for online, hybrid, and face-to-face courses. Blackboard can be used for tasks like submitting assignments, participating in online discussions, taking tests, and viewing course grades.

There is a newly designed Blackboard: It's now easier than ever to use!

Section Numbers	Section Information and Description
700-749	Courses taught via video conferencing (I-TV).
750-799	Courses taught through Web conferencing via Adobe Connect Pro.
800-899	Courses taught in an Online format through the use of a learning management system (Blackboard).
900- 969	Classes offered in a hybrid course format, with classes using both Blackboard and face-to-face weekly meetings.

Some of the new features:

My Blackboard: It puts everything you need in one convenient location! To access My Blackboard, click on the arrow next to your name at the top of any page.

- It provides you with quick and easy access to critical and timely information regarding FT courses and fellow classmates.
- From My Blackboard you can view how you are doing in each of your courses, see grades, and be reminded of upcoming assignments that are due.
- You can reply to discussion board posts and much more.

Answers to Common Blackboard Questions:

Q. I am registered for an online course and I don't see it in my Blackboard. Why?

A. Blackboard courses will not show until 8am the first day of classes.

Q. I am taking a face-to-face course, why do I not see my class in Blackboard?

A. Instructors can choose whether or not they add in a Blackboard component. It is optional for them.

Q. One of my assignments is to post in the Discussion Board forum. How do I do this?

A. Once you are in the Discussion Board, Click "Create Thread" and this will allow you to enter text.

Important Phone Numbers

Help Desk/Blackboard Support During Normal Business Hours: 336.734.7395

Blackboard Support 24/7: 1.866.517.3567

The Collaboratory: 336.734.7887

Student Code of Conduct

Preamble

Forsyth Tech is a community comprised of students, faculty, administrators and staff. The act of enrollment at Forsyth Tech includes an acceptance by the student of the rules of the community. By enrolling, the student accepts the obligation to assist in making Forsyth Tech an effective place to learn to engage in the pursuit of truth, to develop a sense of self and contribute to the improvement of society. Each enrolled student is expected to behave as a responsible adult, and Forsyth Tech assumes and requires that students who enroll in the various programs will maintain standards of conduct appropriate to the status of students at Forsyth Tech.

Forsyth Tech has an inherent responsibility to maintain order on its campus. Therefore, any student who engages in behavior that is disruptive to or incompatible with the mission of the College will be subject to appropriate discipline as provided for in this code.

To this end, Forsyth Tech recognizes, declares and vests certain rights in each student enrolled at Forsyth Tech.

Student Rights

A. Legal Rights

All the rights and privileges guaranteed to every citizen by the constitution of the United States and by the state of North Carolina shall not be denied any student. Furthermore, Forsyth Tech shall adhere to all of the statutes of the United States and the state of North Carolina. Forsyth Tech has recognized the Student Government Association as the approved agency to voice students' opinions and speak on institutional policies concerning students' activities.

B. Rights of the Learner

The instructor in the classroom and in conference shall encourage free discussion, inquiry and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

C. Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides safeguards regarding the confidentiality of, and access to, student records. FERPA policies are described in more detail in the section of the catalog under Academic Advising and Registration.

D. Freedom of Association

Students are free to organize and join an association organized or existing to promote students' program or career interests. Student organizations must select a faculty advisor and submit a constitution to the Student Government Council.

E. Due Process

Due process procedures are established to guarantee the right of hearing, a presentation of charges and evidence for charges. This will be done through the Student Conduct Committee.

General Campus Rules

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this code of conduct. For purposes of Forsyth Tech rules and regulations, Forsyth Tech grounds are defined as any location owned, leased, rented, controlled or otherwise occupied by Forsyth Tech or any division thereof.

Rule 1. Disruption and Disorderly Conduct

A student shall not engage directly or aid and abet in disorderly conduct that is intended to provoke violent retaliation or cause a breach of peace that disrupts, disturbs or interferes with the normal routine, activities or teaching of students, or that disrupts, disturbs or interferes with the peace, order or discipline on Forsyth Tech grounds.

Rule 2. Damage to or Destruction of Forsyth Tech Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, substantial damage to be done to Forsyth Tech property or shall not steal, or attempt to steal Forsyth Tech property.

Rule 3. Damage to or Destruction of Private Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, damage to private property of another or shall not steal or attempt to steal private property of another when on Forsyth Tech grounds or while attending a Forsyth Tech activity, function or event held off Forsyth Tech grounds.

Rule 4. Assault or Verbal Abuse of Forsyth Tech Employees

A student shall not intentionally cause, or attempt to cause, physical injury, verbal abuse or harassment or communicate a threat to a Forsyth Tech employee.

Rule 5. Assault or Verbal Abuse of Persons Other Than Employees

A student shall not intentionally cause, or attempt to cause, or threaten to cause physical injury, verbal abuse or harassment or communicate a threat or direct any profane language toward any other student or Forsyth Tech agent, guest or visitor at any time while such student is enrolled at Forsyth Tech or while such student is on Forsyth Tech grounds or is attending a Forsyth Tech activity, function or event held off Forsyth Tech grounds.

Rule 6. Weapons and Dangerous Instrumentalities-North Carolina General Statute 14-26

It is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. House Bill 1008: It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This bill makes it a misdemeanor to cause, encourage or aid a person less than 18 years old in taking or possessing other types of weapons on educational property. This bill also makes it a misdemeanor for any person who owns or possesses a firearm and who resides in the same premises as a person less than 18 years of age to store or leave the firearm in a condition that the firearm can be discharged and in a manner that the person knew or should have known that an unsupervised minor would be able to gain access to the firearm. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument on College grounds or at any College activity.

Rule 7. Narcotics, Alcoholic Beverages and Controlled Substances

A student shall not knowingly or negligently own, possess, use, transport or be at any time under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on Forsyth Tech grounds or during the time when a student is participating in any Forsyth Tech activity, function or event off Forsyth Tech grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

Rule 8. Classroom and Campus Activities

A student shall comply with all directions of Forsyth Tech faculty, administrators or authorized personnel during any time when the student is under the authority of Forsyth Tech personnel. A student on campus shall promptly identify himself to a Forsyth Tech official or campus police officer at all times upon reasonable request. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification or fraudulent misuse of any documents, records or identification cards is a violation. A student shall appear before Forsyth Tech officials or disciplinary bodies when so directed. Any failure by any student to abide by these regulations in this Rule 8 shall constitute a violation of this code of conduct.

Rule 9. Academic Dishonesty, Cheating, and Related Offenses (Violation of Rule #9 will follow the Academic Appeals Process.)

It shall be a violation of Forsyth Tech code of conduct for a student to commit any one of the following acts:

1. Academic cheating, including but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.

2. Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.

3. Fabrication and falsification or the intentional misrepresentation of any information or citation in an academic exercise.

4. Submission of substantial portions of the same academic work for credit more than once without authorization.

5. Abuse of academic materials in the form of destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.

6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.

Rule 10. State and Federal Laws

A student shall not violate any state or federal laws while on Forsyth Tech campuses or while attending a Forsyth Tech activity, function or event off Forsyth Tech grounds.

Rule 11. Student Attire Code

Although Forsyth Tech students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending a Forsyth Tech activity, function or event off Forsyth Tech grounds. Special technical or vocational credit programs, such as the health credit programs, may require special attire for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory

areas if such student is in violation of the attire codes for such areas.

Rule 12. Involuntary Psychological or Psychiatric Withdrawal

It shall be grounds for immediate dismissal if and when it shall be determined in the reasonable discretion of the president or vice president of Student Services of Forsyth Tech that a student poses a threat to the physical well-being of himself or others or if such student has a physical, mental or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it appears to the satisfaction of the president of Forsyth Tech, or designee, that such examination is in the best interest of the student or Forsyth Tech or both.

Rule 13. Children in Classrooms or Shop Areas

Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, in The Grill, student lounge or on campus grounds.

Rule 14. Roller Skating, Roller Blading and Skateboarding

For the safety and well-being of all Forsyth Tech students, employees and visitors, no one is permitted to roller skate, roller blade, or skateboard on sidewalks, parking lots or any other College property.

Rule 15. Cell Phone and Electronic Devices

Forsyth Tech considers the use of cell phones to be disruptive to the classroom setting. Therefore, students are to turn off all cell phones while attending class or participating in class-related activities (i.e., labs, clinicals, etc.). The use of other electronic devices (such as laptops, netbooks, PDAs, recording devices, etc.) for learning purposes is permitted provided they do not disrupt the learning environment or create an academic integrity issue. The instructor may at his/her discretion prohibit the use of any electronic device. Students who do not comply will be considered in violation of the Student Code of Conduct, and appropriate disciplinary action will be taken.

Rule 16. Student Computer Use Policy

A. Computer System Accounts

1. Computer System Accounts are restricted to authorized student users who have been assigned a unique login ID and password. Each user account must have a password that conforms to current password standards for that system. Passwords must not be shared.

2. Student users are responsible for the proper use of their accounts (including but not limited to TechLink, Blackboard and email). This includes the protection of login IDs, Student IDs and passwords, as well as other responsibilities outlined in the College's policies.

3. All students with Forsyth Technical Community College email accounts must use the College email system when conducting College business.

B. Acceptable Uses

1. Activities intended to facilitate the exchange of information in furtherance of education and research consistent with the mission of Forsyth Technical Community College and the North Carolina Community College System.

2. Activities for the purposes of obtaining and in support of classroom and online instruction.

3. Activities that enhance and promote educational and other College activities.

C. Prohibited Activities

The following are intended as guidelines and are not to be considered an inclusive or complete list of all prohibited activities:

1. Providing any unauthorized user access to the Forsyth Technical Community College academic network. This includes revealing your account password to others or allowing use of your account by others, including family and other household members.

2. Intentionally performing any activity that would cause network congestion, disrupt network operation, or interfere with the work of other network users on the Forsyth Technical Community college network or any other network.

3. Disguising one's identity in any way, including the sending of falsified messages, removing data from system files, and the masking of a process name.

4. Accessing any network computer, files, or directories, on any network computer that the user has not been authorized to use at Forsyth Technical Community College or any other network.

5. Using the Forsyth Technical Community College network or Internet connection to view or transmit any communication where the content, transmission or distribution would violate any applicable local, state, federal or international law or regulation, or Forsyth Technical Community College policy.

6. Accessing any material which would be considered highly offensive or inappropriate to the Forsyth Technical

Community College community, such as pornography or other inappropriate material.

7. Violating the Computer Fraud and Abuse Act by knowingly propagating or introducing a computer virus, worm or Trojan horse or any program designed to cause disruption to a computer or network.

8. Performing any action that would violate copyright laws and software license agreements.

9. Using Forsyth Technical Community College computers and/or network in any criminal activities including but not limited to illegally accessing secured computer systems.

10. Using the Forsyth Technical Community college campus network or Internet connection for commercial purposes such as advertising or selling commercial offerings.

11. Using the Forsyth Tech network to access unauthorized personal information or other activities that violate Forsyth Technical Community College privacy policies or the Federal Identity Theft Enforcement and Restitution Act.

12. Any other computer related activity deemed by the State or Federal law, regulation, or Forsyth Technical Community College school policy to be prohibited.

D. Data Security

The College's information and data must be handled in such a manner that it will be protected from unauthorized or accidental disclosure, modification or loss. Access to information and data available through the College's network systems must be strictly controlled in accordance with approved access control criteria, which is maintained and updated regularly. The College's information and data is considered to be any piece of data or collection of data that pertains to the normal business and operation of the College. This includes all student related information as well as College business and financial information.

This policy covers the general procedures and processes to follow when accessing College related data, which includes, but is not limited to, sensitive or private data such as social security numbers, student ID numbers, PINs, account numbers, credit card information, and personal health information.

E. Liability

Users are responsible for knowledge and compliance with any updates to this document. Current edition and revisions will be posted on TechLink. Users are solely responsible for all activity with respect to their accounts,

electronic communications and data security. Activities or violations that trigger an investigation and findings of culpability may result in a range of disciplinary actions noted in the Student Code of Conduct.

F. Abuse Notification

In the event of a violation, Forsyth Technical Community College will take action according to college policy. In the event of violation(s) of local, state, federal or international laws and regulations, Forsyth Technical Community College will cooperate with the appropriate investigative agencies.

G. Privacy Notification

You DO NOT have a reasonable expectation of privacy with regard to your computer use at Forsyth Technical Community College, including, but not limited to, your e-mail, files, and all other account activity. Forsyth Tech may, with the coordination of Campus Security, Student Services, Legal, and Information Systems, read, recover, or store the data or information contained in an electronic communications account. Forsyth Tech reserves the right, at any time, with or without notice, at its discretion, to review any user's electronic files, messages, and network usage to the extent necessary to ensure that electronic media and services are being used in compliance with law and with this and other Forsyth Tech policies. Selective and continuous monitoring is in use, including but not limited to monitoring software.

Rule 17. Unauthorized Distribution of Copyrighted Material

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Violation of the Code of Conduct

The following are the degrees of disciplinary action that may be taken as a result of violation of the Student Code of Conduct:

1. Verbal Warning - A verbal warning that the specific behavior/condition will not be continued or repeated or further disciplinary action will be taken

2. Warning - A written notice to the student that continuation or repetition of specified conduct will be cause for further disciplinary action.

3. Disciplinary Probation – This action is intended to make clear to students the limits of acceptable behavior and to give students who violate the rules an opportunity to more fully understand the rules and incorporate the experience into his/her overall development. Assigned discipline may be in one of three categories depending on the level of severity of the offense. They include 1) general probation, 2) restrictive probation, and 3) dismissal.

• General Probation. General Probation is granted to give the student a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty. If the student violates the code again, additional sanctions will be imposed. Verbal warnings are included as a sanction of general probation.

• Restrictive Probation. Restrictive Probation results in loss of good standing and notation of this is made in the individual's record. Restrictive conditions may limit activity in the College community. The individual will not be eligible to participate in or be associated with any local or national organization affiliated with Forsyth Technical Community College during the specified time of probation and will not receive any College award or other honorary recognition during this probationary period. Any violation of Restrictive Probation may result in immediate dismissal.

• Dismissal. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of "Dismissal."

Both General and Restrictive Probation warrant a written disciplinary action which serves as an official notice for a specified period of time during which a student must demonstrate conduct that conforms to the Student Code of Conduct at Forsyth Technical Community College.

4. Restitution - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or compensate for damages.

5. Suspension - Exclusion from class or classes and other student privileges or activities as set forth in the notice of suspension.

6. Dismissal or Expulsion - Termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply through the academic dean of the division for consideration for re-admission.

7. Other—Other types of discipline as set forth in campus rules and regulations consistent with the incident involved.

If, as a result of a violation of the Student Code of Conduct, a student is dismissed from class or classes, the student may receive a failing grade(s), and the disciplinary dismissal will be recorded in the student's permanent record.

The conviction of a student of a criminal offense involving personal misconduct of a kind, which, if condemned by the College, would reflect dishonor or discredit on the college, shall be sufficient grounds for suspension or dismissal of such students.

Enforcement Procedures

Student conduct on a Forsyth Tech campus or student conduct during a Forsyth Tech activity, function or event held off Forsyth Tech grounds that violates federal and/or state and Forsyth Tech regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority.

2. The student may be subjected to sanctions imposed both by the civil authorities and Forsyth Tech.

3. The student may be subjected to sanctions imposed by Forsyth Tech, notwithstanding the fact the civil sanctions may not be imposed.

4. The Vice President of Student Services, or the dean for Enrollment and Student Services in his or her absence can immediately dismiss a student who is found in possession of a dangerous weapon or who otherwise in his or her estimation poses an immediate threat to the safety of the campus.

Disciplinary Procedures

A. Instructional Areas

Any instructor may request a student to leave a class, laboratory, shop or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call Campus Police for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing the division dean and the dean of Enrollment and Student Services of actions taken.

The burden of requesting re-entry to class, laboratory or clinical areas will be upon the student involved. Request for re-entry must be made in writing to the instructor before the next class meeting. If the instructor is uncomfortable readmitting the student to class, she or he should refer the student to the counseling staff. If the instructor does not readmit the student, the instructor will send a written report (approved by the division dean) to the student, the vice president of Instructional Services and the dean of Enrollment and Student Services. If disciplinary action is warranted, the dean of Enrollment and Student Services will contact the conduct officer.

B. Non-Instructional Areas

Any employee or student may file a written complaint for disciplinary action against any student enrolled at Forsyth Tech for violations of the Student Code of Conduct. The Campus Police may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff and/or the student body; a written complaint must then be filed. The complaint must be filed with the Vice President of Student Services or his/her designee who will promptly investigate the complaint and make a decision regarding referral of the complaint to the conduct officer.

Student Conduct Committee

The violation of any rule contained in the Student Code of Conduct will be handled in the following manner.

1. The Dean of Enrollment or Vice President of Student Services will contact the conduct officer notifying him or her of the nature of the infraction.

2. The conduct officer will meet with the accused individual within two working days and notify the student of:

- The charges

- Possible sanctions

- The right to an objective and fair hearing

- The composition of the conduct committee

- The right to request postponement

3. The conduct officer will schedule a hearing within two working days.

4. The conduct committee will conduct a hearing to decide whether the accused student is guilty or innocent. The committee will give its findings and recommendations for sanction(s) to the Dean of Enrollment and Student Services who will in turn review the recommendation of the committee and insure that due process was followed. The dean will decide to uphold, reduce or increase the recommended sanction and inform the student of the same either in person or by registered mail.

5. The student then has the right to appeal the decision to the appeals committee (see appeals committee section of the conduct code).

6. The next step in the appeal process after the appeals committee will be to the Vice President of Student Services whose decision in most cases is final. An appeal may be made to the president only in unusual circumstances. Since the conduct hearing is an internal administrative process and not a court of law, no attorneys will be permitted during the hearing process. If the student chooses to bring an attorney, the attorney must wait outside.

Student Appeals Committee

The Student Appeals Committee will review the appeal of any student who feels that they did not receive due process from the conduct hearing and the subsequent recommendation of the Dean of Enrollment and Student Services.

The appeal will be heard under the following conditions within five working days of receipt of the confirmed appeal:

1. The student must submit a written statement within 3 days of the imposed sanction explaining why they feel that they did not receive a fair hearing to the Vice President of Student Services who will forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student to clarify, provide additional information or to state reasons for the appeal. The chairperson may reject the appeal if policies and procedures have not been followed by the student or there is sound reason to reject the appeal.

2. The committee's review will focus primarily on whether or not due process was followed and secondarily on the appropriateness of the sanction not on the validity

of existing policies of Forsyth Tech. The committee reserves the right to suggest to the Vice President of Student Services that a current policy be examined for continued value to Forsyth Tech.

3. The committee will submit its recommendation to the Vice President of Student Services, who will make a final decision and notify the parties involved.

4. Records of the proceedings of the Student Appeals Committee are available upon written request to the Vice President of Student Services.

5. The student must obtain special permission from the Vice President for Instructional Services to attend classes pending resolution of the case on appeal.

Appeal of Admission Decision

A student must submit a written request to appeal an admissions decision to the Dean of Enrollment and Student Services. If the student is not satisfied with the results of the decision, he/she can appeal to the Vice President of Student Services. The Vice President of Student Services will, in turn, give the appeal to the Student Appeals Committee to hear and make recommendation(s). The committee will submit those recommendations to the president who will make a final decision.

Appeal of Residency Decision

Residency Appeal: In matters concerning residency classification, the Vice President of Student Services will review prior decisions and all materials submitted. A decision will be rendered, and all parties will be notified in writing of the decision.

To appeal the vice president's decision: The next step in the appeal process is to the state residency committee. Procedures on state appeal are available in the office of the Vice President of Student Services.

Behavior Intervention Team

The goal of the Behavior Intervention Team at Forsyth Technical Community College is to provide assistance to potentially at-risk students who may be of harm to themselves or others. The team utilizes the NaBITA Threat Assessment Rubric to classify threats, collecting a holistic view of the situation. A student can be referred to the Behavior Intervention Team through Student Code of Conduct, Mandatory Counseling, or Program Chairs or Deans. The team's primary focus is preventative rather than punitive, with the main goal of assisting students to succeed on campus.

Definition of Academic Dishonesty

The following are further explanations of violations of Rule 9.

A. Plagiarism:

Definition: The intentional presentation of the work of another as one's own without proper acknowledgement of the source. The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge.

Plagiarism as the result of misunderstanding or misapplying the rules of documentation may be unintentional, but it is still plagiarism. Plagiarism includes but is not limited to:

1. Copying from a written source, another student or a database (whether professional or nonprofessional; whether published or non-published) without proper citation in either a document or a speech.

2. Rewording (paraphrasing) or summarizing someone else's material without proper citation in a document or a speech.

3. Failing to cite word-for-word passages in a document or a speech.

4. Using purchased pre-written materials (including computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any information belonging to another) as the student's own or having someone else do the student's work.

B. Cheating:

Definition: Intentional use or attempted use of unauthorized materials, information, notes, study aids, devices or other assistance in any academic exercise. This definition includes unauthorized communication of information during an academic exercise. Cheating includes but is not limited to:

1. Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination.

2. Procuring, without authorization, tests or examinations before the scheduled exercise (including discussion of the substance of examinations and tests when it is expected it will not be discussed).

3. Copying reports, lab work, computer programs or files and the like from other students.

4. Collaborating on laboratory or computer work without authorization and without any indication of the nature and extent of the collaboration.

5. Sending a substitute to take an examination.

6. Receiving assistance in locating or using sources of information in an assignment where such assistance has been forbidden by the instructor.

C. Fabrication and Falsification:

Definition: Intentional alteration or invention of any information or citation in an academic exercise. Falsification refers to the alteration of information, such as altering research, clinical or practicum data. Fabrication refers to the invention or counterfeiting of information, such as inventing research or clinical data or records. It would also include altering grade reports or submitting false records for tardiness and absences for scheduled academic exercises. Altering a returned examination paper and seeking re-grading also constitutes falsification.

D. Multiple Submissions: Definition:

The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization, including submitting the same paper for credit in two courses without instructor permission.

E. Abuse of Academic Materials: Definition:

Intentional destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.

F. Complicity in Academic Dishonesty:

Definition: Intentionally helping or attempting to help another to commit an act of academic dishonesty, such as those acts noted above. Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty. Students should seek clarification when in doubt.

Policies

Policy on Compliance with the Americans with Disabilities Act

A policy on compliance with the Americans with Disabilities Act (ADA) is in effect at Forsyth Technical Community College and published in the Employee Handbook. The board of trustees of Forsyth Tech intends to comply with the requirements of the Americans with Disabilities Act and provide access to education for persons with disabilities as part of the mission of the institution. The coordinator of Disability Services/ADA for Forsyth Tech should be contacted with questions or concerns regarding the ADA.

Infectious Disease Policy

Forsyth Tech is committed to ensuring, as far as possible, that each employee and student enjoy safe and healthful work and/or study conditions. To this end, the College offers the following information for students and employees.

This policy information presents the procedures to be used by Forsyth Tech to protect those students and employees who may be exposed to infectious diseases and blood-borne pathogens. Blood-borne pathogens include, but are not limited to, the human immunodeficiency virus (HIV), which is the causative agent for acquired immune deficiency syndrome (AIDS), and hepatitis B virus (HBV). These procedures are based on written requirements published in the Federal Register (29 CRF 1919.1030).

Persons infected or reasonably believed to be infected with communicable diseases shall not be excluded from enrollment or employment or restricted in their access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, welfare of other members of the institution, or welfare of client, staff or students in a clinical area.

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease that may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge so as to protect themselves and others. Accordingly, employees should report this information to the Human Resources director, and students should report to the Vice President of Student Services. All information will be kept confidential except to those persons determined by the Human Resources director and Vice President of Student Services, as having a need to know. These persons will be informed after the individual is advised that such action will be taken.

It is the further declared policy of Forsyth Tech that its faculty, administration and staff will conduct a continuing information program for all areas of Forsyth Tech personnel regarding communicable diseases and disabling illnesses.

Drug-Free Student Policy

Drug use and abuse by students have become major concerns in our society. These problems are extremely complex with no easy solutions. Drug use may impair the well-being of all students and the educational environment and may lead to damage of Forsyth Tech property.

Therefore, it is the policy of Forsyth Tech that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited while on Forsyth Tech grounds.

1. Forsyth Tech does not differentiate between drug users and drug pushers or sellers. Any student who gives or in any way transfers or aids and abets in the

transfer of a controlled substance to another person or sells or manufactures or aids and abets in the sale or manufacture of a controlled substance while on Forsyth Tech premises will be subject to disciplinary action up to and including suspension from school.

2. The term "controlled substance" means any drug listed in the North Carolina General Statutes or 21 U.S.C. subsection 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP and "crack". They also include legal drugs that are not prescribed by a licensed physician.

3. The counseling staff will conduct drug awareness and education workshops for students each semester. Individual counseling sessions and educational materials will be available in Counseling, Career and Disability Services at all times.

4. The counseling staff will include in orientation sessions reference to drug policies, drug awareness and sources for assistance.

5. The counseling staff will be available to lecture and assist instructional staff with class presentations to help educate students regarding the health risks of alcohol and drug abuse.

6. The counseling staff will have available referrals for treatment and more extensive assistance.

7. The counseling staff will biennially assess the institutional environment by reviewing data from Campus Police, Counseling, Career and Disability Services, instructors and other community resources to guide educational program development for students.

Crime Awareness and Campus Security Act

Staff, faculty and students of Forsyth Tech are encouraged to report all criminal actions and other related emergencies to the Campus Police, located in the Carolina Annex, Main Campus. A special emergency number has been established. Staff, faculty and students may dial extension 7911 from any campus telephone (excluding pay telephones) and receive immediate assistance. Pay telephones provided throughout campus locations are available for students to dial 911 for immediate assistance. In addition, the College has installed red emergency phones throughout the campus. Upon picking up the receiver, the phone automatically dials the 7911 emergency number. Upon receipt of a call, a Campus Police officer is assigned to respond. The call is documented if necessary, investigated and processed by the investigating officer. If necessary, or where appropriate, an outside agency such as the

Winston-Salem Police Department maybe contacted for assistance. Other staff of the College, such as the Vice President of Student Services, may also become involved where appropriate.

All complaints are reviewed and, where appropriate, action is taken by the director of Campus Police. Further review and action may occur up through the chain of command, including the president and board of trustees.

A sworn Campus Police officer is on duty at all times regular classes are in session.

Forgery and Related Offenses

It shall be a violation of Forsyth Tech's code of conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.

2. Plagiarism or the intentional presentation of work of another without proper acknowledgement of the source.

3. Fabrication and falsification or the internal misrepresentation of any information or citation in an academic exercise.

4. Submission of substantial portions of the same academic work for credit more than once without authorization.

5. Abuse of academic materials in the form of destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.

6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.

7. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification or fraudulent misuse of any documents, records or identification cards.

Sexual Harassment Policy

Forsyth Technical Community College is committed to promoting an atmosphere in which all members of the college - faculty, staff and students - may work free of sexual harassment and provides for an orderly resolution of complaints of sexual harassment. All members of the College are expected and requested to conduct themselves in such a way that contributes to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the College, as well as state and federal law, and will not be tolerated. Anyone who violates this

policy will be disciplined in accordance with appropriate disciplinary procedures. Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications made by any employee or student when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic or student status.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions regarding a receipt of grades affecting that individual.

3. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment in the workplace or the classroom.

Any student or employee who believes that he or she has been subjected to sexual harassment in violation of this policy should file a confidential complaint to the Vice President of Student Services or the director of Human Resources for employees. An investigation of these allegations will be conducted promptly and appropriate action taken.

Sexually harassing behavior may include offensive sexual flirtation, advances, propositions; continued or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace or on campus of sexually suggestive objects or pictures.

Student Grievance Policy

Preamble

Forsyth Technical Community College is committed to the principle of fair and equitable treatment and mutual respect for all members of the college community, especially students. When a student believes that he or she has been treated unfairly by an employee of the College it is our intention to insure that the student has clearly defined avenues of recourse such that the complaint can be resolved fairly and equitably. It is preferable that the complaint be resolved informally; however, when that is not feasible, this policy will insure that a formal process for resolution is available.

Definitions

Student: A student is defined as any person currently enrolled in any course or program offered by Forsyth Tech. This includes high school or those individuals enrolled through distance learning.

Prospective Student: Any individual who has applied

to the College, but has not been admitted to a specific program.

Department Chair: The individual who is in charge of one or more academic programs. This is the first major level of supervision to which an official grievance can be filed.

Dean: This individual is the immediate supervisor of all the department chairs or directors within a given academic or administrative division.

Division Vice President: This individual has supervisory responsibility for the deans in a given division and for the respective academic or administrative division overall.

Academic or Administrative Division: The academic and administrative divisions of the College are Business Services, Economic Workforce Development, Institutional Advancement, Information Services, Instructional Services, and Student Services.

President: The president is the chief executive officer of the College.

Grievance: A grievance is defined as a complaint or dispute of a student regarding the College with respect to the following:

1. The interpretation and application of the policies and regulations of the College or the North Carolina Community College System in areas other than disciplinary or academic appeal decisions addressed through the Student Code of Conduct.

2. Acts of retaliation as a result of the grievance procedure.

3. Complaints of discrimination on the basis of national origin, race, creed, religion, political affiliation, gender, sexual orientation/preference, age or disability.

4. Actions that violate the constitutional rights of individuals.

Grievance Advisor in the Student Success Center: A grievance advisor serves as an informal, independent, neutral and confidential problem-solving resource for student grievance related issues. This individual's services will be consultative in nature and will help the student clarify or reframe issues, develop options and understand policies and procedures. While students are not required to use these services, they are strongly encouraged to do so. Requests and consultations are kept confidential. A grievance advisor could serve as an intermediary/facilitator or mediator when disputing parties are deadlocked.

What may not be accepted as a Student Grievance?

1. Grievances may not be used to challenge College policies and general procedures.

2. Claims based on purchases or contracts.

3. Claims against an employee on matters that are unrelated to the employee's job or role at the College.

4. Disciplinary decisions will be handled through the Student Conduct Committee.

5. Grade appeal decisions will be handled through the academic appeals component of the Student Code of Conduct.

LEVEL 1

The Informal Stage

Note: The interests of all are best served when complaints are resolved at the lowest possible level of the organization structure, thus an attempt should be made to resolve all student complaints in an informal manner. Any employee of the College receiving a complaint concerning a colleague shall encourage the student to speak with the College employee involved.

Step 1: Discussion with College Employee

The student should first discuss the situation with the College employee involved, before filing a formal grievance. If the student is uncomfortable doing so, he or she should meet confidentially with a grievance advisor in the Student Success Center.

Step 2: Discussion with College Employee Supervisor

If the student has already discussed the matter with the College employee or refuses to do so and desires to pursue the complaint, the student will be directed to meet with the department chair or administrative supervisor; if the complaint involves a department chair, the student should contact the dean. Upon hearing the complaint, the department chair or administrative supervisor should attempt to facilitate resolution by encouraging further discussions between student grievant and the College employee, using a grievance advisor if necessary.

LEVEL 2

Formal Written Complaint

Step 1: Written Grievance to the Student Services Division

If the grievance cannot be resolved informally (Level 1), the student should contact the office of the Dean for Enrollment and Student Services and complete the Student Grievance Form. The dean will submit the completed form to the department chairperson or administrative supervisor, with a copy to the College employee involved in the complaint. The College employee may choose to send the chair or supervisor a written response to the complaint.
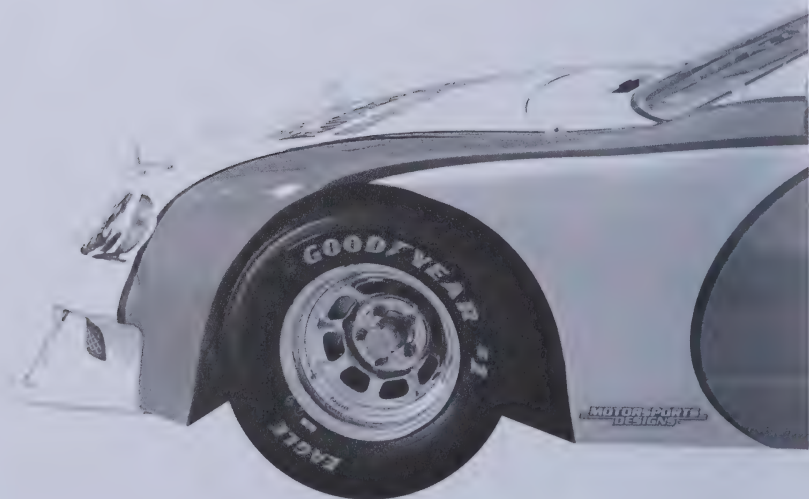
Step 2: Supervisor Review

The dean or dean-level administrator will review the written complaint and meet with both parties as necessary. He or she will then provide, within ten working days, a written response to the student complainant and College employee.

LEVEL 3

Appeal to the Division Vice President

Step 1: Student Appeal of Supervisor Review

If the student wishes to appeal the Level 2 decision, he or she will request an appeal in writing to the appropriate division vice president. The dean or dean-level administrator will provide to the division vice president all written materials initially provided for the Level 2 decision and the responses. Prior to reviewing the complaint with the appropriate parties, the division vice president will provide an opportunity for the College employee and the student grievant to submit additional materials related to the written complaint. The division vice president should inform the vice president for Student Services of the decision rendered.

Step 2: Reporting of Final Decision

Once this report is completed, the complainant and employee will be informed of the decision by the originating vice president. In a case of a finding in favor of the student, a report of the finding will be filed with the Human Resources office.

LEVEL 4

Presidential Review

While the decision of the vice president is final regarding the facts of the complaint, upon request, the president may review the grievance based on issues of due process, equal treatment or other constitutional rights.

Time Limits

The informal resolution discussion should be initiated within 10 days of the decision, action or events giving rise to the grievance.

The formal written resolution process should be initiated within 15 days of the conclusion of the informal resolution process. At each level thereafter, the appeal will be filed within 10 days of the resolution of the previous stage and the review process at each stage will be completed within 15 days of the appeal being filed.

Student Activities

In **Student Activities**, we facilitate opportunities for students to become active at Forsyth Tech beyond the classroom. Our programs function to promote holistic student development with a focus on: personal/ professional development, leadership training, team building, and college resource awareness. We strongly encourage our students and staff to participate in our events, and appreciate the valuable experiences that our students bring. Student Activities strives to not only provide an outlet for fun activities but to be an extension of the classroom. A major focus of our department is on student leadership development. Get involved! The Department of Student Activities offers a leadership series, community service opportunities and maintains the following programs and organizations:

> Student Government Association
> Clubs and Organizations
> Intramural Sports and Recreational
   Activities Program
> Technically Speaking (student newspaper)

We offer both extra-curricular and co-curricular programs that support diversity and promote engagement between faculty/ staff, administrators, community, and students. Student Activities achieves the goal of student engagement by providing meaningful opportunities and activities for our students. We offer recreational and intramural activities that encourage leadership, wellness, and physical fitness. Various opportunities are available for students to participate in campus outreach, community service, leadership, workshops, and participation in student activities functions which promote fun, learning and development.

Department programs and initiatives are funded by the Student Activities fee and are therefore at little or no cost to students.

Some of our annual events and programs include:

> Constitution Day
> Fall Festival
> Angel Tree Project
> Blood Drives
> Leadership Development Series
> Spring Fling
> Martin Luther King Celebration
> Women's Achievement Program

The **Student Government Association (SGA)** is composed of all current Forsyth Technical Community College students and is governed by the Student Government Council. The Student Government Council consists of the student government officers and representatives. Students develop skills in leadership, networking, team building, and project management. These are lifelong skills that are useful in any career. Students also have an opportunity to engage in college-wide and community activities that not only enhance the individual but allow them to give back.

The Student Government Association Council is intended to be a laboratory of development for motivated students. Participation in the Council provides students with an opportunity to gain a more in depth and diverse set of ongoing leadership experiences. This is an organization in which students can test their education, experiment with social and group dynamics, and make positive personal and professional changes.

Responsibilities of the Student Government Council include developing and implementing student programs under the guidance of an advisor. Conducting meetings, addressing student issues, maintaining office hours, working and managing events are all part of the learning adventure with SGA. During meetings and projects, students learn and practice parliamentary procedure, group dynamics, team work, and gain the experience of getting things done in a diverse setting. The SGA is the voice of the students.

Student Government Association Constitution

Preamble

We, the students of Forsyth Technical Community College, in order to promote the philosophy of the College, which encourages the development of its students as total persons, and in order to serve the students of our educational institution by providing leadership and opportunity for participation in a wide range of programs and activities, do establish this Constitution with the approval of the president of Forsyth Technical Community College.

Article I Name

The name of this organization shall be the Student Government Association of Forsyth Technical Community College, hereafter referred to as the SGA. All students paying an activity fee and in good standing (see Student Code of Conduct) with the college are automatically members of SGA. The governing body of the SGA shall be called the Student Government Council, hereafter referred to as the SGC.

Article II Objectives

Section 1. To encourage an interest in our campus, college activities and student body concerns.

Section 2. To promote a mutual respect among the administration and the student body.

Section 3. To recommend student activity fees and develop a budget for the financial support of such activities and the SGC expenses that are compatible with the general welfare of the student body and with the purpose of the College, and to approve all expenditures of the student activity budget.

Section 4. To make recommendations to the president and the director of student activities, hereafter referred to as the DSA, of Forsyth Technical Community College, concerning matters affecting the student body.

Section 5. To recommend and sponsor student activities and programs in cooperation with the DSA.

Article III Composition

The Student Government Council shall be composed of student representatives who represent the multi-campus student body. Subsequently, the candidate shall be interviewed by the SGC Interview Committee, DSA and appropriate divisional dean for approval. Seats left open from any division shall be filled from the pool of applicants.

Section 1. Representatives shall be enrolled in and actively attending at least six credit hours each semester and shall have paid the student activity fee.

Section 2. Representatives shall maintain at least a 2.5 grade point average.

Section 3. A president, vice president, and secretary, shall be elected from the representatives to the SGC by the student body no later than the last day of classes each spring semester. The term of office shall begin the first day of summer classes and end the last day of the following spring classes unless impeached.

A treasurer, public information officer, and a parliamentarian shall be elected by vote of the SGC representatives in the following fall semester. The term of office shall begin with their induction into office in the fall semester and end the last day of spring classes unless impeached.

Section 4. The term of office of a representative shall begin with their induction into office during the fall semester and shall end the last day of the spring semester unless impeached.

Section 5. All officers and representatives terms of office shall also be limited by probation, impeachment, graduation or voluntary withdrawal.

Section 6. The DSA shall be the senior advisor to the SGC.

Article IV Meetings

Section 1. The SGC will meet with the DSA on a bimonthly basis.

Section 2. By majority vote, the SGC may elect to become inactive during summer semester.

Section 3. Bimonthly meetings are open to any student, staff member, board member or alumni wishing to attend.

Section 4. The president of the SGC, the DSA, or the president of the college may call a special SGC meeting should the need arise.

Section 5. A two-thirds majority of the active membership shall constitute a quorum.

Section 6. A majority of one passes a vote. The president shall vote only to break a tie.

Section 7. Voting by proxy shall be allowed only if approved in advance of a meeting by the SGC President and DSA. The representative requesting to vote by proxy shall submit the request in writing to the SGC President no later than 24 hours prior to a scheduled meeting. The request should name a designated representative to carry the vote for the requesting member and this action should be noted in the minutes of the meeting. No voting by proxy shall be allowed for new business.

Section 8. Motions passed by the SGC shall be subject to review and remand by the DSA.

Article V Duties

Section 1. The President shall:

A. Call and preside at all SGC meetings.

B. Be a nonvoting member of Forsyth Technical Community College Board of Trustees, and attend all board meetings and as many committee meetings as possible. No delegate may be sent in the president's place.

C. Appoint special committees or positions as the president or the SGC deems necessary, except vacancies on the SGC.

D. Have the power to act in the absence of the SGC representatives when in the interest of the student body.

E. Represent the SGC in all relations with school officials and with other institutions.

F. Submit to the SGC such recommendations as deemed necessary either in writing or in person.

Section 2. The Vice President shall:

A. Be an assistant to the president and assume the duties of the president in the president's absence.

B. Assume the duties of the president should the president resign.

C. Oversee all committees of the SGC and serve as an ex officio member of these committees unless appointed as an official committee member.

Student Activity Fee

The fee supports student activities programs at the college and provides funding for the student newspaper, student government, intramurals, student clubs and organizations, and other cultural and social events. Though called an activity fee, it is used for more than just providing activities. Below is a list of expenses covered by the student activity fee:

> **Graduation expenses** are partially covered.

> **Free activities and entertainment** such as the Student Resources Day, Fall Festival, Spring Fling, Martin Luther King Jr. Celebration and many other programs.

> **Student publications** such as this Student Academic Planner and the student newsletter Technically Speaking are available free of charge.

> **Intramural sports and recreational activities** (i.e. basketball, golf, volleyball, soccer, etc.).

> **All Student Government Association expenses** are paid out of student activity fee funds. Expenses include staffing, supplies and materials for the Student Activities Office and all SGA related expenses.

> Forsyth Tech is a member of the **North Carolina Comprehensive Community College Student Government Association (N4CSGA)**. The N4CSGA offers two conferences each year. These conferences offer workshops and seminars to prepare students to lead the SGA.

D. Oversee the Clubs Council meetings and agenda in cooperation with the parliamentarian and DSA.

E. Assist in all other areas as requested by the president.

Section 3. The Secretary shall:

A. Maintain and distribute the minutes of all meetings of the SGC.

B. Maintain attendance records of all meetings, activities and projects to be reviewed with the DSA.

C. Coordinate all incoming and outgoing correspondence.

D. Be responsible for reminding all representatives of meetings.

E. Assist in all other areas as requested by the president.

Section 4. The Treasurer shall:

A. Maintain the financial reports of the SGC.

B. Assist the DSA in maintaining the inventory of all equipment and materials owned by the SGC.

C. Submit a financial report at all regular meetings of the SGC.

D. Serve as chairperson of the budget committee.

E. Assist in all other areas as requested by the president.

Section 5. The Public Information Officer shall:

A. Maintain student information outlets, i.e., bulletin boards, marquee, newsletter, etc.

B. Serve as liaison to the Technically Speaking staff.

C. Serve as chairperson on the Poster and Publicity Committee.

D. Assist the Alpha Mu Beta scheduling coordinator in advertisement and in the recruiting of the volunteer pool.

E. Assist in all other areas as requested by the president.

Section 6. The Parliamentarian shall:

A. Guide the SGC in matters of parliamentary procedure.

B. Shall advise the president in matters regarding the SGC constitution.

C. Shall be available to any club or other organization on campus for instruction on Parliamentary Procedure.

D. Shall review all student organization constitutions and present them to the SGC for approval and maintain a file of all student organization constitutions.

E. Assist the Vice President in coordinating the Clubs Council meetings in cooperation with the DSA.

F. Shall chair the SGC Interview Committee.

Section 7. All representatives, including those holding office, shall:

A. Not miss more than three regular meetings and one called meeting of the SGC per semester. No more than two meetings may be missed in a row.

B. Participate in at least 75% of all SGC projects and activities.

C. Serve on at least one committee, and miss no more than two regular committee meetings per semester.

D. Conduct themselves in a manner that is not detrimental to the student body, school, or community.

Student Ambassador Scholarship Program

The Forsyth Tech Student Ambassador Scholarship Program is a scholarship platform in which select students represent the college in a responsible, ethical and professional manner while portraying a positive image of the institution. The Ambassadors serve as college representatives while working in direct partnership with college personnel. Forsyth Tech Student Ambassadors must have a 3.0 GPA or higher. Applications for the program are accepted during the spring semester. Selected students may receive full tuition and fees paid.

E. Student Government Council representatives who miss more than the maximum allowed meetings will be subject to examination by a Review Committee. (See Article X, Section 4.)

F. Be subject to one semesters probation for dropping below GPA requirements.

Article VI Committees

Section 1. Standing committees shall include:

A. budget,

B. poster/publicity,

C. Flight Line,

D. Interview Committee,

E. all other committees deemed necessary by the president.

Section 2. Inactive committees shall include:

A. All committees not meeting on a regular basis.

Section 3. Members of committees shall:

A. Serve as chairperson of no more than one standing committee at a time.

B. Serve on no more than three standing committees at a time. (The SGC vice president shall serve as an ex officio member of all committees.)

Article VII Vacancies

Section 1. Upon the resignation of the president, the vice president shall fill the office of president for the remainder of the president's term.

Section 2. Upon the resignation of any other officer, the vacancy shall be filled for the remainder of the term by vote of the SGC.

Section 3. Vacancies of a member shall be filled as expeditiously as possible. The selection process shall be the same as for the composition of the SGC.

Article VIII Alpha Mu Beta Fraternity

Alpha Mu Beta Fraternity shall be the service arm of the Student Government Council. Alpha Mu Beta shall operate under the guidelines of its own constitution and by-laws. Members serve as representatives of Forsyth Technical Community College, the student body, and the SGC at various events both on and off campus. Alpha Mu Beta will be responsible for volunteer programs and partnerships on campus and in the community; and for establishing a pool of students to staff these events. Members shall maintain at least a 3.0 grade point average.

Article IX Grievance Procedures

Section 1. Anyone who wishes to file a formal complaint concerning SGC procedures, officers or representatives should send a written complaint to the president or highest uninvolved officer and DSA.

Section 2. The grievance will then be reviewed by the officer and the DSA and may be brought before the SGC unless the grievance is of a personal nature.

Section 3. Action on any grievance is subject to review and remand by the president of Forsyth Technical Community College.

Article X Impeachment

Section 1. A representative is eligible for impeachment by committing any one or combination of the following:

A. Does not have reasonable excuses for prolonged absences of those detailed in Article V, Section 7, items A, B and C.

B. Does not perform the duties as assigned in the Constitution.

C. Exhibits conduct unbecoming an SGC member.

D. Academic probation by Forsyth Tech.

Section 2. A formal written complaint must state the reason for impeachment. A copy must be sent to the DSA and the highest uninvolved officer or representative.

Section 3. The DSA and the uninvolved highest officer or representative, plus the SGC representative of longest tenure, will constitute the Review Committee.

Section 4. The Review Committee will review the formal complaint with the representative within ten days. If the complaint is found to be valid, the Review Committee may place the representative on probation or call for impeachment proceedings by the SGC.

Section 5. The Review Committee must call a special meeting of the SGC for impeachment proceedings.

Section 6. The impeachment proceedings will be held as follows:

A. Reason for dismissal will be read.

B. The highest uninvolved officer will substantiate the reason for dismissal.

C. The representative will explain the reason for his actions and may present any witnesses he deems necessary.

D. A vote will be taken and the majority will rule

Article XI Amendments

Amendments to this Constitution shall be proposed by a representative of the SGC or the DSA at a meeting. Such amendments shall become a valid part of this Constitution when approved by two-thirds of all members at a duly announced meeting and approved by the president of Forsyth Technical Community College. Voting on such amendment may not occur during the same meeting in which amendments were proposed.

Article XII By-Laws

The SGC shall establish and maintain by-laws for the purpose of instituting rules and procedures of administration and operation of the SGA. Amendments to the by-laws shall be valid when approved by a two-thirds majority vote of the SGC and approved by the DSA. Voting on such by-laws may not occur during the same meeting in which the by-laws were proposed.

Student Clubs and Organizations

Student Activities coordinates and lends support to student clubs and organizations. Student clubs and organizations may be organized with the approval of the SGA and the college administration. All clubs must be officially recognized through approval of a constitution. These may be related to the vocational, academic or special interest. The following clubs and organizations are currently active at Forsyth Tech:

Alpha Delta Nu Nursing Honor Society raises awareness of the academic excellence of students in the study of Associate Degree Nursing and promotes fellowship among students demonstrating academic excellence by educational, social and recreational activities.

Alpha Mu Beta is the service fraternity of the Student Government Council comprised of students who spark interest in student life through campus networking, personal growth and service to the community.

Architectural Technology Club promotes architectural education, recognizes outstanding academic achievement, and provides related services to Forsyth Tech and the community.

Association of Information Technology (AITP) was founded in 1951 as NMAA and later known as DPMA, the name Association of Information Technology Professionals, AITP, was adopted in 1996. In individual chapters and as a national association, AITP seeks to advance the IT Profession through professional development, support of IT education, and national policies on IT that improve society as a whole.

Checknowlogy Club is the place to go for a dance on the 64 squares, whether you're a casual player, or looking for serious competition. Chess is a sport, an art, and a science that taught our ancestors astronomy, poetry and mathematics.

Creative Writing Club exists to nurture and promote creativity and success among writers of all genres.

The Criminal Justice Club (Sigma Theta Kappa) seeks to prepare its members for a career in the criminal justice profession.

Dental Hygiene Club promotes knowledge and awareness of dental hygiene and promotes overall awareness of preventative dental care through outreach efforts.

Forsyth Tech Animé Club raises awareness of the wide range of style and subject matter produced in animé while creating fellowship among students who are interested in forms of animé and animation.

Future Advocates for Children's Tomorrow (FACT) supports the Forsyth Tech Early Childhood Education curriculum and existing child care programs in their efforts to provide quality education for young children. It also promotes increased awareness of the need for Early Childhood Education training.

Geology Club provides an opportunity for students and faculty to expand their understanding of Geology and related fields through programs, field trips, and knowledge sharing. It includes examinations of career opportunities, the impacts of human activities on the physical world, current events, natural resources and selected topics of interest to participants.

Hispanic Student Association strives to promote Hispanic culture on campus as well as provide an open atmosphere in which Hispanic students can interact with one another.

Human Services Club is for students enrolled in the Human Services Technology program. The focus is on personal and professional development, networking, peer support, and community service.

Institute for Electronics and Electrical Engineering (IEEE) seeks to design and build, encourage engineering education, and apply skills in various engineering fields while connecting with community and industry.

Student Newspaper

"Technically Speaking," is written and distributed by students. The purpose of the student newspaper is for students to prepare and organize a publication that benefits other students. It is distributed once a month throughout the campus.

Interior Design Club promotes an interest in interior design through activities and events related to the field. Club members take a trip at the end of the year to learn more about design trends outside of the community.

International Club is open to any student who is interested in learning more about other cultures. The group offers support to international students and sponsors several activities throughout the year including cultural events, educational forums, and trips.

Journalism Club encourages interest in journalism and other communication-related fields. Members exercise their communication skills regularly through writing and producing the student paper, *Technically Speaking.*

Karate Club of Forsyth Tech gets together to train in traditional Japanese karate. The club welcomes both beginners and experienced martial artists.

Math, Science, and Technology Student Network (MST) promotes student engagement opportunities, hands-on and practical learning, networking and involvement in activities at the college and in the community and region.

Medical Assisting Student Organization (MASO) creates cohesion among past, present, and future Medical Assisting students while encouraging positive morale, community awareness through outreach events, mentorship, and promotion of patient safety and well-being.

The Motor Sports Club is a specialized organization that seeks to encourage an interest in motor sports on campus while presenting the world of competitive motor sports to its students.

Paralegal Association encourages an interest in legal matters on campus and prepares its members for career opportunities in the legal profession.

Peers Accepting Challenges Together (PACT) is a club where students with disabilities can share experiences and find support.

Phi Theta Kappa is an international honor society of two-year colleges. Its purpose is to recognize and encourage scholarship among students on campus and provide opportunities for leadership and service.

Philosophical Society strives to seek truth, promote understanding, exhibit compassion, and model patience. This organization exercises and celebrates the First Amendment Freedom of Speech.

Promotion, Respect, Individuality, Diversity & Equality (P.R.I.D.E.) Club seeks to ensure mutual respect and understanding between the LGBT-Q community, their allies, and the general public.

Student Nurses Association (SNA) consists of aspiring nurses and was formed to prepare these students for a career in the nursing profession.

Student Practical Nursing Association was formed to prepare aspiring practical nurses for a career in this profession.

Student Sonographers Association seeks to prepare students for a career in sonography.

Student Veterans Association of Forsyth Tech promotes fellowship among veterans and their supporters while raising awareness of military veterans.

Intramural Sports and Recreational Activities

Forsyth Tech strives to offer its students more than just an academic education. Efforts are made to provide students with extracurricular opportunities for involvement that will help to educate the total individual. By providing extracurricular activities, Forsyth Tech recognizes that a college education includes social, professional and cultural involvement, as well as academics. Intramural teams participate in coed basketball and volleyball leagues. Equipment and registration fees are paid out of the student activity fee budget. Golf tournaments, bowling leagues and ice skating are also offered every year to students at a greatly reduced price.

Sustainability and Environmental Technologies Club encourages education and awareness of environmental issues and sustainable technologies.

SWCircle (Committed to Incorporating Resources Centered in Leadership Experiences) promotes educational, personal and professional advancement of women by connecting them with a network of fellow students, resources and development opportunities.

TOUCH Club advocates therapeutic options using caring hands for the education and wellbeing of our community by promoting the highest quality of professional standards in the message therapy profession.

Transition Club serves as a support system for those who have lost their jobs due to downsizing of companies placing emphasis on their emotional and educational needs that might differ from those of other students.

Get Involved!

Students are invited to come by the Student Activities Offices to find out more about what Forsyth Tech has to offer outside the classroom.

- **Room 124, 1ˢᵗ floor, Technology Building, Main Campus**

Shugart Women's Center at Forsyth Tech

The overall mission of the Shugart Women's Center (SWC) is to promote the educational, personal and professional development of women attending Forsyth Tech by providing advocacy, referrals, information and resources to assist in achieving positive outcomes. Although the primary focus is on female students, the SWC is open to all students enrolled at Forsyth Tech, as well as female faculty and staff. The center addresses many issues including educational awareness, economic wisdom, personal development, conflict resolution, healthy living and student family support services. Programs that are offered through the center include:

> **Counseling and Referrals** - The director of the SWC is available to provide counseling and referrals based on individual needs. Information gathered during counseling or referrals remains confidential. One of the most critical objectives of this service is to match the individual with the appropriate agency or organization that will suit her need. The SWC also has a collection of brochures and information about community agencies and programs.

> **Library** - The SWC houses a substantial collection of more than 550 donated books, tapes and magazines. Materials in the library may be checked out by students and staff. The comfortable lounge area is available for students to study or just relax. The area may be utilized for small group meetings. A computer with Internet access is available for students needing to complete assignments or do research.

> **Workshops and Displays** - Workshops are scheduled by the SWC on a variety of subjects during each semester. Information presented provides guidance for handling issues and challenges that students face at work, home and school. Displays are set up to inform and educate students, faculty and staff.

> **Enhancement Center** - The Enhancement Center is stocked with casual and professional clothing for female students in need. Items are donated by individuals and organizations. Clothes distributions are done throughout the year.

For more information, contact the Shugart Women's Center, Room 206, 2nd floor, Hauser Hall, Main Campus, 336.734.7280 or swc@forsythtech.edu.

Shugart Women's Center at **Forsyth Tech**

James A. Rousseau II Minority Male Mentoring Program
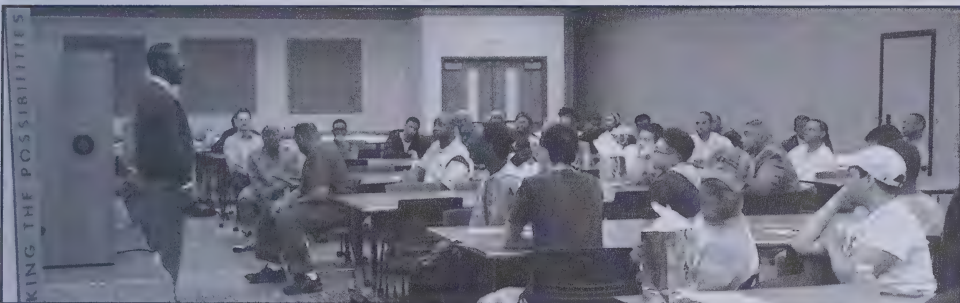
The James A. Rousseau Minority Male Mentoring Program (Rousseau 3MP) is a goal oriented program designed to support the educational, professional and life management aspirations of the minority male students at Forsyth Tech. The program seeks to increase the completion of developmental courses, retention, graduation rates and transfer to four-year colleges and universities.

Program components consist of monthly workshops, university tours, clothes closet, mentoring, academic monitoring and a leadership team. Other activities include mock interviews, resume development, referrals to community resources, intrusive coaching sessions and small group sessions.

Objectives

> To promote goal setting and positive choices in decision making.

> To enhance communication skills, self-discipline, motivation and self-concept.

> To develop job-seeking skills and promote work force preparedness.

> To provide mentoring using an intrusive coaching model.

> To provide monthly workshops to enhance life skills development.

> To disseminate information concerning campus protocol, financial aid and student activities.

> To begin to have the discussion concerning health diet, food preparation, exercise and weight management.

> To promote service learning and how it strengthens ties between schools and the community.

> To identify barriers to retention, graduation and four-year transfers and them implement solutions for increased college success.

For more information, contact the James A. Rousseau II Minority Male Mentoring Program, Room 114, 1st Floor, Allman Center, Main Campus or 336.757.3385.

Student/Employee Portal-TechLink
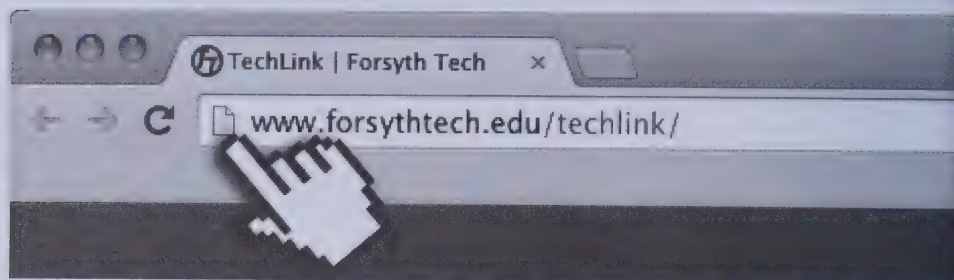
Personalized Online Information

Through myTechlink, you have access to:

> **School Email** - Your instructors and classmates can communicate with you using your very own school email account.

> **College Information** - You have access to information from across the college including a comprehensive campus calendar and campus news.

> **Student Profile** - Lose your class schedule? Need to check your account information? Want to check your grades? You can access this information and more!

See **www.forsythtech.edu/techlink** for information on TechID's and accessing Techlink.

QEP: Quality Enhancement Plan

Information Literacy at Forsyth Tech– Information Literacy means being able to access critical information using the tools of today, knowing the amount and quality of information that fits the task at hand, and being able to evaluate and analyze it appropriately to solve a problem. These are skills that are necessary for continued success in life, continued learning, career success, and the ability to adapt in a changing world. Forsyth Tech feels these skills are of vital importance for students in the Information Age. To emphasize this, the slogan, Information Literacy Because We C.A.R.E. is being used for its QEP campaign. The C.A.R.E. acronym stands for the essential skills (Communicate, Access, Research, and Evaluate) that are beneficial to students.

Academic Information

Proficiency Exams

Students who have been approved for admission or are already enrolled in a program of study may request to take a proficiency exam for a course that has a proficiency exam available. Students must receive permission from the appropriate department chairperson to earn credit for the course by proficiency examination, and must pay the testing fee before taking the exam.

Students do not necessarily have to be registered or enrolled in a course before requesting a proficiency exam for a course that has a proficiency exam available. However, if students are enrolled in a course for which a proficiency exam is requested, the request must be made by the 10th day of class. Students who withdraw from a course after the 10th day of class in any semester and have not formally submitted a request may not earn credit for that course by proficiency exam for a period of one year. Academic advisors will certify that students have not been enrolled in the course within the past year and that the prerequisites for the course have been satisfied.

Some programs have restricted proficiency exams, and students must be admitted to that program before a request will be considered. Students may take a proficiency exam for a given course only once in a 12-month period at a non-refundable cost of $10 per exam. Guidelines on how to apply for a proficiency exam can be obtained from the office of the appropriate division dean, Student Success Center or the Records Office. Students who successfully pass a proficiency exam will be given a grade of CR (credit granted or passed proficiency) and hours earned will be granted but will not affect their grade point average (GPA). Students should also note that proficiency exam credits are for internal use only and generally will not transfer to another college.

Grade Point Average (GPA)

Academic progress at Forsyth Tech is based on a 4.0 cumulative grade point average (GPA) system. A final GPA of 2.0 is required for graduation from all programs of study. Students accumulate grade points based on grades earned per semester. The GPA is determined by dividing grade points earned in courses by the number of semester credit hours attempted. The last grade earned in a course will be used to calculate GPA. Grades of withdrawal (W), withdrawal passing (WP), Audit (AU) or incomplete (I) will be considered as repeat grades but will not be considered as the last grade earned in calculating GPA.

Academic Appeals
Academic Dishonesty, Cheating, and Related Offenses (Rule 9 of the Student Code of Conduct)

The appeal process for a violation of Rule 9 of the Student Code of Conduct begins when the student is notified of the violation by the instructor. The student must meet with the instructor at the time of the notification or before the next class meeting regarding the charge. At the discretion of the instructor, the student may be withdrawn from the course and receive a WF grade.

If the student wishes to continue the appeal, he/she must notify the department chair (within two workdays) and arrange a conference. The student must provide the department chair with a letter of appeal at the time of the conference. The letter of appeal must include:

1. Date, student's name, signature, telephone number and official student email address.

2. Course number, sections number, and instructor's name.

3. Brief factual explanation of why the student feels that the charge is incorrect.

4. Provide any supporting documentation.

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within one workday of the conference) and request a hearing before the divisional academic appeals committee. The

department chair will forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within two workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within one workday) which will be reported to the dean. Within 24 hours, the dean will notify the student (by phone and student email account), the instructor and the department chair of the committee's decision. The decision of the committee is final.

Grade Appeal

Any appeal of a course grade should begin with a scheduled conference between student and instructor by the first day of a new semester. If the appeal is not resolved at this level, the student should contact and arrange for a conference with the appropriate department chair. The student has the responsibility of providing the department chair with a written letter of appeal by the third class day of the new semester in order for the appeal to be considered. The letter of appeal must include:

1. Date, student's name, signature and telephone number.

2. Prefix and number of course grade being appealed.

3. Instructor's name issuing the grade.

4. Letter of three pages or less containing factual and valid reasons why the student thinks the grade is incorrect. The chair may return the letter to the student to clarify, to add factual information or to state reasons for the appeal. The revised letter must be returned to the department chair within two working days. The committee may reject the appeal if policies and procedures have not been followed by the student.

5. Any supporting documentation the student feels is needed to better explain student's questions as to grade determination.

Important Phone Numbers

CAMPUS EMERGENCY	**336.734.7911**
FORSYTH TECH MAIN NUMBER	**336.723.0371**
Admissions	336.734.7556
Bookstore - Main Campus	336.734.7289
Cafeteria - The Grill at Forsyth Tech	336.734.7664
Campus Police	336.734.7243
Career Services	336.734.7206
Cashier	336.734.7210
Counseling Services	336.734.7226
Disability Services	336.734.7155
Help Desk	336.734.7395
Learning Center	336.734.7480
Library	336.734.7219
Mechtild Montgomery Language Lab	336.734.3287
Rousseau Minority Male Mentoring Program	336.757.3385
Records/Registrar	336.734.7473
Shugart Women's Center	336.734.7280
Student Activities	336.734.7509
Student Financial Services	336.734.7235
Student Success Center	336.734.7156
Testing Center	336.734.7324

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within two workdays of the conference) of the need for a divisional academic appeals committee. The department chair should forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within three workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within three workdays) which will be reported to the dean. Within 24 hours of receiving the information, the dean will mail the committee's decision to the student, the instructor and the department chair. The decision of the committee is final.

Academic Standing - Alert/Probation/Dismissal

If a student earns less than a 2.0 GPA during any semester, they may be placed on "alert" status. Students who are on alert status and do not earn at least a 2.0 GPA during their next semester will have their academic records reviewed by their respective division's academic review committee. Division academic review committees meet at the end of each semester. The academic review committee may:

- place the student on academic probation.
- require the student to receive mandatory academic counseling and/or tutoring.
- reduce the number of credit hours the student will be allowed to carry.
- require the student to repeat courses in which a low grade was earned.
- suspend student for not more than two consecutive terms.
- dismiss the student from the program.

Students who are on academic probation and do not earn at least a 2.0 GPA during their next semester will have their academic records reviewed again by their respective division's academic review committee. The committee may recommend further action, including dismissal from the program.

The student will be notified in writing of the committee's decision and copies of the notice will be sent to the Records Office, the division dean and the student's academic advisor.

The following options are available to students who are dismissed from their current program of study:

- meet with a counselor to discuss possible educational alternatives.
- apply for and be admitted into another credit program of study offered by the College.
- re-apply for admission to that program.

In addition, students on financial aid should review the financial aid satisfactory academic progress policy as they may not be eligible to continue to receive financial assistance.

Appeals Process for Academic Standing/Probation/Dismissal

A student may appeal the decision of the division academic review committee by:

1. Submitting a written request to the appropriate division dean within 24 hours after formal notification of the committee's decision.

2. The dean will convene the division academic appeals committee.

3. The division academic appeals committee will make the final decision.

4. The dean will send written notification to the student, the department chairperson and the student's academic advisor.

Student Withdrawals
Current Semester Course Withdrawals

Students considering withdrawing from a class are encouraged to contact their instructor(s) and academic advisor to discuss the decision to withdraw. Students are responsible for completing an Online Course Drop Form. Students may drop current courses online by accessing the following: *TechLink>My Bookmarks>Online Course Drop Form.*

When the student submits an online course withdrawal, the date the student initiates the Online Course Drop Form is considered the official withdrawal date. If the instructor initiates a withdrawal, the date the instructor submits the Online Course Drop Form is the official withdrawal date. When students fail to initiate an Online Course Drop Form, they may receive a failing grade.

Future Semester Course Drops

Students considering dropping from a course scheduled in an upcoming semester are encouraged to contact their academic advisor to discuss the decision to drop. Students are responsible for completing future semester course drop(s) online by accessing the following: *TechLink>WebAdvisor>Registration>Register and Drop Sections.*

Students must drop courses within the designated dates in order to receive a refund. Failure to do so will result in the student incurring an outstanding balance due.

Total Withdrawal from School - Students who must withdraw from school, either permanently or temporarily, should withdraw officially. Students are responsible for dropping any and all current and future semester courses online via TechLink.

Veterans and financial aid recipients must notify Student Financial Services if they discontinue enrollment.

Refund Guidelines

Program tuition and supply fees can be considered
for a refund. Students must drop their classes online within the designated dates in order to receive a refund.

Tuition and fee refunds for program classes are subject
to the following requirements:

- A 100% refund may be given if students officially withdraw prior to the first day of the semester as noted in the academic calendar. If Forsyth Tech cancels a course, the portion of tuition they paid for the canceled course will be refunded in full.

- A 75% refund may be given if students officially withdraw from the class(es) prior to, or on , the official 10% point of the semester.

- Student activity fees will be refunded only when classes are canceled and students are not registered in any other class.

- Students passing proficiency exams for courses they have registered and paid for are not eligible for tuition refunds.

- Tuition refunds are not transferable to other individuals.

- Late tuition refund requests will not be considered.

- Tuition cannot be held from one semester to a future semester.

STOP! Dropping/withdrawing from a class may decrease the amount you will receive from your financial aid.

Here are some important guidelines to help you make smart decisions when you are thinking of dropping a class.

How it Affects Your Academic Standing :
• Courses dropped before the semester starts through the 75% refund period of any semester will not show on the official transcript.
• Withdrawals after the 75% refund period of any semester through midterm will result in a grade of "W".
• Withdrawals after midterm will receive a grade of "WP" if passing the course at the time of withdrawal or a grade of "WF" if failing the course on the date last attended. A "WF" is computed in a GPA the same as an "F".

How it Affects Your Financial Aid:
• Courses dropped before the semester starts through the 75% refund period of any semester will result in an adjusted financial aid award.
• Courses with grades of W, WP, and WF will be considered in assessing your progress toward completion.
• You must complete at least 67% of attempted courses with a letter grade (A,B,C,D or P), or you will no longer be eligible for federal aid. You could be placed on a warning status or be suspended if your financial aid is already in a probationary status.
• Students who stop attending all courses and/or officially withdraw from all courses and are receiving federal financial aid are only eligible for the portion of financial aid that corresponded to the amount of time they attended as prescribed by federal regulations. Dropping all classes in any one semester will require you to repay a portion of your financial aid if you drop before the 60% point in the semester. Please refer to the How to Avoid Owing Financial Aid Back link on the Financial Aid TechLink page for more information and specific dates.
• Please refer to the Satisfactory Academic Progress Policy on the Financial Aid TechLink page for additional detailed information.

Grading System

The grading system found listed below is used for all credit classes at Forsyth Tech. Exceptions must be approved by the appropriate deans and students must be informed in writing in the course syllabus.

Number Grade	Letter Equivalent	Description	Quality Points per Grade Hr.
94-100	A	Excellent	4
86-93	B	Good	3
78-85	C	Fair	2
70-77	D	Passing	1
Below 70	F	Failing	0
Satisfactory	S	Passing	0
Unsatisfactory	U	Failing	0
Pass	P		
Repeat	R		
Withdrawal	W		
Withdrawal Passing	WP		
Withdrawal Failing	WF		
Incomplete	I		
Audit	AU		
Course Transferred	TR		
Credit Granted or Passed Proficiency	CR		
Grades A, B, C, D, F, and WF* compute in grade point average (GPA).			
*"WF" is computed as an "F" in the grade point average.			
Grades P, R, W, WP, I, S, AU, U, TR, and CR do not compute in GPAs.			

Golden Rule

For every one credit hour for which a student registers, three hours outside of class should be set aside for study.

Example: A student taking 12 credit hours should set aside 36 hours a week outside class to study.

R - Students Receiving the grade of R must re-enroll and repeat the course.

W - A withdrawal is the grade given to students who officially withdraw from a course up to the 50 percent point of the course.

WP/WF - A withdrawal passing/withdrawal failing is the grade given to students who officially withdraw from a class at any time after the 50 percent point of the course.

If you have any questions or would like more information before you decide to drop a class, please visit the Office of Student Financial Services, 2nd Floor, Allman Center, Main Campus or call 336.734.7235.

A grade of WF may be given at any time to a student if failure is a result of a violation of the code of conduct.

The grade of WF computes as a grade of F.

I - The grade of incomplete is given only if students have valid reasons for failure to complete the work on schedule and have completed at least 50 percent of the course requirements. Illness, absence on company business or circumstances beyond a student's control are considered valid reasons for a grade of incomplete. Students must have advised the instructor of the circumstance before the end of the semester to be granted an incomplete. The instructor must have specified the work to be made up in order to remove the incomplete and a date within the following semester by which the work must be completed. This will be detailed on the incomplete form, which must be attached to the attendance form. If the conditions necessary to remove the incomplete will require additional hours of instruction, students must register for the course again. If students need only to complete work without instructional supervision, this work must be completed no later than the end of the following semester.

Students who receive a grade of incomplete on a course that is a prerequisite for a higher-level course must make up the incomplete work by the end of the drop/add period in order to be allowed to register for the higher-level course.

If the grade of incomplete is not removed by the end of the semester immediately following the semester it was given, it will remain permanently recorded. (403.04)

AU - Students auditing courses are not required to take examinations or submit written work but may do so if they wish. No grade or credit toward a degree or diploma is given. An audit may not be changed to credit or credit changed to audit after the 10 percent point of the semester or the 10 percent point of the class when the class does not begin within the first five days of the semester. (403.05)

Normal attendance policies will apply. Audit students are expected to do assigned reading and participate in classroom activities. Students withdrawing during the semester will be given the grade of W. The *Audit Request Form* is available in the Records Office or from the appropriate division dean. It must be submitted to the Records Office for processing by the 10 percent point of the class.

Academic Appeals

Academic Dishonesty, Cheating, and Related Offenses (Rule 9 of the Student Code of Conduct)

The appeal process for a violation of Rule 9 of the Student Code of Conduct begins when the student is notified of the violation by the instructor. The student must meet with the instructor at the time of the notification or before the next class meeting regarding the charge. At the discretion of the instructor, the student may be withdrawn from the course and receive a WF grade.

If the student wishes to continue the appeal, he/she must notify the department chair (within two workdays) and arrange a conference. The student must provide the department chair with a letter of appeal at the time of the conference. The letter of appeal must include:

1. Date, student's name, signature, telephone number and official student email address.

2. Course number, sections number and instructor's name.

3. Brief factual explanation of why the student feels that the charge is incorrect.

4. Provide any supporting documentation.

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within one workday of the conference) and request a hearing before the divisional academic appeals committee. The department chair will forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within two workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within one workday) which will be reported to the dean. Within 24 hours, the dean will notify the student (by phone and student email account), the instructor and the department chair of the committee's decision. The decision of the committee is final.
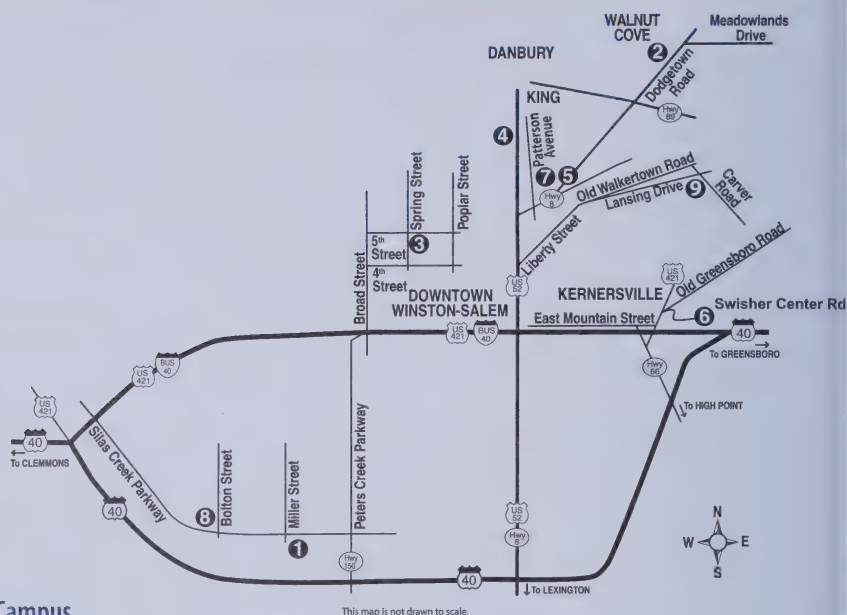
Grade Appeal

Any appeal of a course grade should begin with a scheduled conference between student and instructor by the first day of a new semester. If the appeal is not resolved at this level, the student should contact and arrange for a conference with the appropriate department chair. The student has the responsibility of providing the department chair with a written letter of appeal by the third class day of the new semester in order for the appeal to be considered. The letter of appeal must include:

1. Date, student's name, signature and telephone number.

2. Prefix and number of course grade being appealed.

3. Instructor's name issuing the grade.

4. Letter of three pages or less containing factual and valid reasons why the student thinks the grade is incorrect. The chair may return the letter to the student to clarify, to add factual information or to state reasons for the appeal. The revised letter must be returned to the department chair within wo working days. The committee may reject the appeal if policies and procedures have not been followed by the student.

5. Any supporting documentation the student feels is needed to better explain student's questions as to grade determination.

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within two workdays of the conference) of the need for a divisional academic appeals committee. The department chair will forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within three workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within three workdays) which will be reported to the dean. Within 24 hours of receiving the information, the dean will mail the committee's decision to the student, the instructor and the department chair. The decision of the committee is final.

This map is not drawn to scale.

1 Main Campus

2100 Silas Creek Parkway
Winston-Salem, NC 27103-5197
336.723.0371
(Mailing address for all locations. Please send correspondence to Main Campus for distribution.)
Traveling East or West on I-40. Take exit 192 /Peters Creek Parkway. Turn left at the light onto Peters Creek Parkway. Turn left onto Silas Creek Parkway. Turn left onto Miller Street. The Main Campus is on the left.

2 Forsyth Tech Stokes County Center

1165 Dodgetown Road
Walnut Cove, NC
336.593.5402
Traveling North or South on US-52. Take NC-8 N/ Germanton Road Exit 114. Turn left onto NC-8/Germanton Road. Continue to follow NC-8 for 7.7 miles. Turn left to stay on NC-8. (If you reach Treemont Dr., you've gone about 0.1 miles too far.) Go about 9.7 miles to stop sign. Stay straight to go onto Dodgetown Road and continue 0.3 miles. The center is on the left.

3 Forsyth Tech @ Innovation Quarter

525 Vine Street
Winston-Salem, NC
Small Business Center: 336.757.3810
BioNetwork Pharmaceutical Center: 336.748.4671
Business & Industry Services: 336.757.3802

Traveling West on Business-40: Take Exit 5D and follow Main Street north several blocks, turning right onto Fifth Street, then left on Research Parkway. Park in Lot P5 on the left, then use the intercom button to inform security that you are visiting Forsyth Tech.

Traveling North or South on US 52: Take the Martin Luther King Exit (110B), then Research Parkway. Park in Lot P5 on the left, then use the intercom button to inform security that you are visiting Forsyth Tech.

4 Northwest Forsyth Center

3111 Big Oaks Drive
King, NC
336.734.7050

Traveling North on US-52. Take exit 123 toward King/Tobaccoville. Turn left onto South Main Street. Proceed .3 mile and turn right onto Big Oaks Drive. The center is on the right at the end of the road.

Traveling South on US-52. Take exit 123 toward King/Tobaccoville. Turn right onto South Main Street. Proceed .3 mile and turn right onto Big Oaks Drive. The center is on the right at the end of the road.

5 International Center of Forsyth Tech

4255 N. Patterson Avenue
Winston-Salem, NC
336.734.7984
Se habla expañol.

Traveling North or South on US-52. Take NC-8 N/ Germanton Road Exit 114. Turn left onto NC-8/Germanton Road. Take the first left onto Patterson Avenue. The center is on the right.

6 Grady P. Swisher Center

1108 Swisher Center Road
Kernersville, NC
336.734.7903

Traveling East on Business 40 to Kernersville. Take Exit 15: NC66/NC 150. At the stoplight, turn left onto NC66/NC150. Cross over Business 40, then turn right onto East Mountain Street. At the traffic circle, take the 1st exit onto Old Greensboro Rd/Snowbridge Lane. Turn right onto Swisher Center Road and proceed to the Swisher Center.

Traveling from East Mountain Street. Proceed on East Mountain Street until you reach the traffic circle. Take the 1st exit onto Old Greensboro Rd/ Snowbridge Lane. Turn right onto Swisher Center Road and proceed to the Swisher Center.

Traveling East on I-40. Take Exit 203/Highway 66. Turn left onto Highway 66. Cross over Business 40, then turn right on East Mountain Street. Proceed on East Mountain Street until you reach the traffic circle. Take the 1st exit onto Old Greensboro Rd/Snow Bridge Lane. Turn right onto Swisher Center Road and proceed to the Swisher Center.

7   Transportation Technology Center
4255 N. Patterson Avenue
Winston-Salem, NC
336.757.3399
Traveling North or South on US-52. Take NC-8 N/ Germanton Road Exit 114. Turn left onto NC-8/Germanton Road. Take the first left onto Patterson Avenue. The center is on the right.

8   West Campus
1300 Bolton Street
Winston-Salem, NC
336.761.1002
Se habla español.
Traveling North or South on Silas Creek Parkway. Take the Bolton Street exit and turn left. The West Campus is on the left.

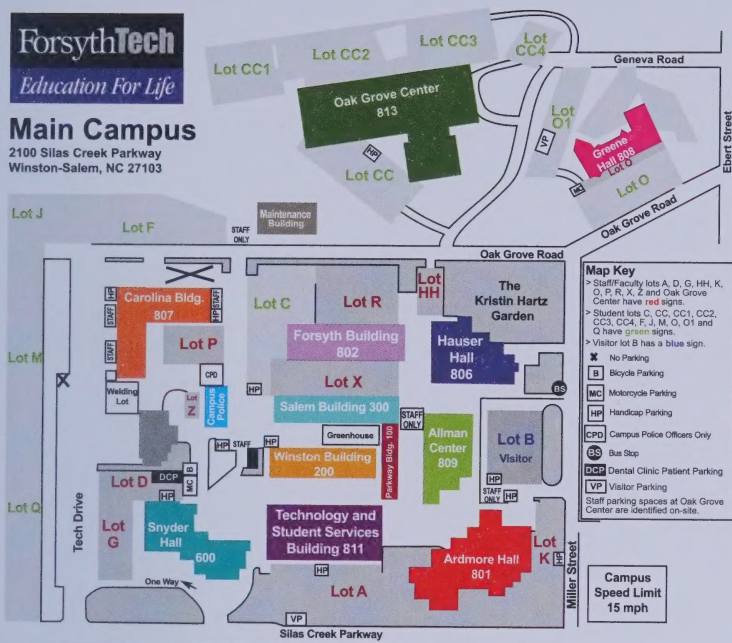## 9   Mazie S. Woodruff Center
4905 Lansing Drive
Winston-Salem, NC
336.734.7950
Traveling North on US-52. Go to the Liberty Street/Smith Reynolds Airport exit 111B. Take Liberty Street North, past the airport to the 4th stop light. Take a right on Lansing Drive. Go approximately one mile. The center is on the right.
Traveling South on US-52. Take the Akron Drive exit and turn left. Go to Liberty Street and turn left. From Liberty, at the stop light, take a right on Lansing Drive. Go approximately one mile. The center is on the right.

ForsythTech
Education For Life

Main Campus
2100 Silas Creek Parkway
Winston-Salem, NC 27103

Map labels (from map):

Lot CC1 · Lot CC2 · Lot CC3 · Lot CC4 · Geneva Road
Oak Grove Center 813
Lot O1 · Greene Hall 808 · Lot O
Lot CC
Oak Grove Road · Ebert Street
Lot J · Lot F · STAFF ONLY · Maintenance Building
Lot M
Carolina Bldg. 807 · Lot C · Lot R · Lot HH · The Kristin Hartz Garden
Lot P · Forsyth Building 802 · Hauser Hall 806
Welding Lot · Lot X · Salem Building 300
Lot Z · CPD · Campus Police · Greenhouse · Allman Center 809 · Lot B Visitor
Lot D · DCP · Winston Building 200 · Parkway Bldg. 100
Lot G · Snyder Hall 600 · Technology and Student Services Building 811 · Ardmore Hall 801 · Lot K
Tech Drive · One Way · Lot A · Miller Street
Silas Creek Parkway
Campus Speed Limit 15 mph
Lot Q

Map Key
> Staff/Faculty lots A, D, G, HH, K, O, P, R, X, Z and Oak Grove Center have red signs.
> Student lots C, CC, CC1, CC2, CC3, CC4, F, J, M, O, O1 and Q have green signs.
> Visitor lot B has a blue sign.

✕ No Parking
B Bicycle Parking
MC Motorcycle Parking
HP Handicap Parking
CPD Campus Police Officers Only
BS Bus Stop
DCP Dental Clinic Patient Parking
VP Visitor Parking
Staff parking spaces at Oak Grove Center are identified on-site.

Allman Center - 809
Alumni, Annual Giving and Special
 Events Office
Business Services Office
Cashier's Office
Classrooms/Labs
Environmental Services Office
Forsyth Tech Foundation
Grants and Contracts Office
Human Resources Office
Information Desk
Information Systems Office
Institutional Advancement Office
James A. Rousseau II Minority Male
 Mentoring Program Office
Major Gifts and Planned Giving Office
Marketing and Public Relations Office
Planning & Information Services Office
President's Office
Purchasing Office
Student Financial Services
Testing Center
Work-Based Learning Office

Ardmore Hall - 801
Auditorium A & B
Classrooms
Distance Learning Center
Early College of Forsyth
Learning Center
Learning Resources
Library

Carolina Annex
Campus Police Office

Carolina Building - 807
Classrooms/Shops

Greene Hall - 808
Classrooms/Labs
Health Technologies Division Office
Paul M. Wiles Schools of Nursing
Len B. Preslar Jr. School of Allied Health

Hauser Hall - 806
Business & Information Technologies
 Division Office
Classrooms/Labs
Shugart Women's Center at Forsyth Tech
The Grill at Forsyth Tech (Cafeteria)

Maintenance Building
Physical Plant Services Office

Oak Grove Center - 813
Admissions Office
Auditorium
Bookstore
Classroom/Lab
Collaboratory
Counseling, Career and Disability Services
Dewitt E. Rhoades Conference Center
Information Desk
Instructional Services Office
Lab School
Learning Technologies Office
Records/Registrar's Office
Shipping and Receiving
Student Retention Office
Student Services Office
Student Success Center/Counseling

Parkway Building - 100
Bytes & Beans Café
Classroom/Lab

Salem Building - 300
Classrooms/Shops

Snyder Hall - 600
Classrooms/Labs
Dental Education Clinic
Educational Partnerships
Faculty/Staff Service Center
Forsyth Middle College
Institutional Effectiveness Office
Program Development and Audit

Technology Building - 811
Bookstore
Developmental Education Office
Humanities and Social Sciences
 Division Office
Math, Science and Technologies
 Division Office
Mechtild Montgomery Language Lab
National Center for the Biotech Workforce
Student Activities Center
Student Government Council Office
Thomas H. Davis iTEC Center

Winston Building - 200
Classrooms/Shops
Engineering Technologies Division Office

Test Drive Your Talent!

Work-Based Learning @ Forsyth Tech

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Scan the code to get started